**Job Description – Istructor & Adim III Dance**

Department: Chinese Curricula Center Report to: Associate Director

**Responsibilities:**

1. Able to finish the teaching task of dance courses affiliated to AE courses.
2. Direct the cultural and artistic activities in campus and also the work of art group in WKU.
3. Responsible for administrative work related to AE course management.
4. Assist in researching on AE course systems domestic and overseas, and formulate syllabuses suitable for AE courses in WKU.
5. Complete other work assigned by superior and school leadership.

**Qualifications:**

Required Qualifications:

1. Master or above, majored in Dance with professional certificate in Dance or related area， and have the teaching and administrative ability.
2. Possess of certain capacity of choreography.
3. Skilled with strong professional abilities, possess of certain capacity of organization, coordination and communication.
4. Possess of certain English writing and speaking ability.

Preferred Qualifications:

1. With teaching experience in higher education institution enjoys priority.
2. With experience of planning and organizing for artistic activities enjoys priority.

**岗位书 – 艺术教学与管理岗III（编舞方向）**

部门：国情与文化教育中心 汇报：国情中心副主任

**岗位职责**：

1. 能够完成舞蹈类艺术课程教学任务；
2. 指导校园文艺类活动，指导校艺术团工作；
3. 负责艺术类课程教学管理相关行政工作；
4. 协助研究国内外艺术类课程体系，制定适合我校艺术课程教学大纲；
5. 完成上级和学校交办的其他工作。

**聘任条件**：

必备条件：

1. 硕士及以上学位，舞蹈专业，需有舞蹈相关专业证书，具有艺术教学和行政能力；
2. 具有一定编舞能力；
3. 具有较强的专业业务能力，具有一定的组织、协调、沟通能力；
4. 具有一定的英语书写及口头表达能力。

优先条件：

1. 具有高校教学经验者优先；
2. 具有艺术活动组织策划工作经验者优先。