



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——双语新闻采编岗岗位

所属部门：媒体与设计中心 汇报机制：媒体中心负责人

岗位职责：

1. 学校相关宣传材料及活动新闻稿的英文撰写
2. 媒体中心各类公众平台英文页面内容的校对和维护
3. 为媒体中心学生团队提供专业指导和相关学生团队管理工作
4. 负责学校海外文化形象宣传和品牌推广工作
5. 完成部门内部翻译及其他工作安排

必备条件：

1. 翻译、英语写作、传播学等相关专业硕士及以上学位，
2. 1年以上相关工作经验，优秀的双语写作、校对与编写能力
3. 专业的中英翻译水平及口语表达能力
4. 良好的团队合作能力与责任心

优先条件：

具备英语媒体工作、英语国家工作和国外学习生活经历者优先



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Job Description - Bilingual (English & Chinese) Writer

Department: Media and Design Center Report to: Media Center Assistant Director,

Responsibilities:

1. Create and proofread contents for University's activity news, web content and related English materials
2. Compiling, organizing and maintaining the English page of official website and other digital platforms and products.
3. Provide guidance for Student Corps at WKU Student Media Center.
4. Assist in branding for Wenzhou Kean university nationally or oversea.
5. Other translation work and projects.

Qualification:

Required:

1. A master degree in translation, English writing, communication, or a related field.
2. Knowledge of translation, English writer or a related field with at least 1 year working experience
3. Fluency in oral and written English.
4. Good teamwork ability and sense of responsibility.

Preferred:

Overseas working or learning experience is preferred.