



岗位说明书—领导力发展管理专员岗位

所属部门：学生事务部 汇报机制：学生领导力中心负责人

岗位职责：

领导力发展管理专员负责制定培训计划，协调并提供部门员工和学生不同主题的培训内容。负责统筹并指导所有由学生事务领导力与服务中心管理的学生组织、学生社团、学生兴趣小组等学生团队举办的面向团队内部及外部的大小型活动，包括为活动提供专业角度指导，作为学生与学校相关行政部门的联络人，确保学生活动顺利安全开展。领导力发展管理专员需负责学生团体网站内容更新及审核工作，监管学生团队的自媒体平台，协助负责学生第二课堂成绩单的管理工作。同时还需完成学生事务领导力与服务中心大型活动相关的工作。作为温州肯恩大学的一员，领导力发展专员的设立将展示温州肯恩大学的价值观。

- 协助负责学生校园活动的指导和管理学校网站学生活动内容的更新；
- 负责学生活动大型活动策划申请，物资及场地预定，学生活动的预算审核及报销；
- 协助负责学生第二课堂成绩单的管理工作；
- 建立配合完成学生事务部工作目标的培训计划；
- 实施组织开展培训项目，内容包括但不限于部门新员工培训，书院导师专业培训，书院导生半专业培训，学生委员会培训，学生领袖培训，学生团体活动培训。
- 完成领导力中心大型活动相关的其他工作。

必备条件：

- 硕士及以上学位；
- 有较强的写作能力，英语听、说、读、写熟练，中英文俱佳；
- 熟悉公文写作格式，擅长计算机办公系统应用；
- 有较强的沟通能力、协调能力、服务意识、大局意识；
- 热爱学生工作，能做到与学生耐心沟通交流。
- 具有在团队环境中协同工作的能力。

优先条件：

- 富有创造力，有大型活动组织经验者优先考虑；
- 教育学、教育领导学、英语、管理学、组织发展学、传播学等相关专业；
- 具有较强的责任心，做事积极主动，以及较强的组织能力；
- 具有制定培训和发展战略规划以及建立培训和发展系统的能力。
- 具有创建与系统实施相关的培训计划，课程和内容的经验。
- 具有较好的沟通协调能力，能够带领团队同时完成多个任务，并能够承受一定的工作压力；
- 具有在中外合作大学的工作经验；



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Job Description - Leadership Development & Management

Specialist

Department: Student Affairs

Report to: Director of SLDC

Responsibilities:

The Leadership Development & management Specialist is responsible for creating training plans and curricula, coordinates and delivers training covering a wide range of topics for large or small groups. Responsible for the overall planning and guidance of all kinds of activities within and outside the student organizations, student clubs, student interest groups and all other student groups managed by Center for Leadership and Service of Student Affairs, including providing professional guidance for activities, acting as the liaison between students and relevant administrative departments of Wenzhou-Kean University to ensure the successful and safe completion of student activities. The student programming management specialist is responsible for updating and reviewing the content of the student group website and supervising the self-media platforms of all student groups. The student programming management specialist shall be responsible for the management of the student's co-curricular transcript. At the same time, the student programming management specialist also needs to complete the work related to the large-scale activities of Center for Leadership and Service of Student Affairs. As a member of WKU, the Leadership Development & Management Specialist demonstrates WKU values in action.

1. Student activity and campus programming. Student group website management and updating.
2. Campus wide large-scale event application, lecture hall booking and assets borrowed. Activity budget auditing and reimbursement.
3. Student extra-curricular volunteer service management.
4. Creates training plans and curricula that align with Student Affairs' objectives.
5. Execute training programs include but not limited to New Staff Training, Professional Residential Hall Director Training, Semi-professional Residential Assistant Training, Student Council Training, Student Leaders Training, Student Group Programming Training.
6. Complete other large-scale event launched by Center for Leadership and Service.

Required Qualification:

7. Master or higher degree;
8. Be equipped with strong writing skill both in Chinese and English, excellent fluency



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in written English.

9. Be familiar with document writing style, be good at the computer office system using.
10. Have strong communication skills, coordination ability, service and overall awareness.
11. Be enthusiastic about student affairs work and be able to communicate with students patiently.

Preferred Qualification:

12. Be creative; Applicants who has experience in large scales event is preferred.
13. Major in organizational development, communications, Education, Educational Leadership, English and marketing.
14. Strong sense of responsibility and initiative, and good organizational skills;
15. Experience creating training and development strategies and building a training and development organizational competency.
16. Experience creating training plans, curriculum and content related to system implementations.
17. Good interpersonal and liaison skills, and an ability to lead a team to work on multiple tasks under pressure;
18. Working experience in a Sino-foreign collaborative university.