



岗位说明书 – 书院导师岗位

所属部门：学生事务部 汇报机制：住宿生活中心负责人

岗位职责：

书院导师的主要职责是按照学生住宿楼栋为单位对学生开展日常教育管理并提供住宿相关服务，是全面负责一栋住宿楼所有事物的学生社区主任，需入住学生公寓，每位书院导师需负责一栋住宿楼约 200-300 名学生。包括如下的具体工作职能：

1. 与物业、后勤等部门沟通协调解决公寓设施设备问题，为学生提供良好的住宿生活环境；
2. 疫情期间，承担所负责楼栋学生的疫情防控工作，包括信息摸排、出校返校审批与日常健康打卡监督等；
3. 配合住宿服务专员做好新生寝室安排、毕业生退宿等工作，调解学生寝室矛盾，办理日常住宿变动；
4. 管理与指导书院导师团队开展学生服务和支持的工作；
5. 开展宿舍安全卫生检查及安全教育相关活动；
6. 实施公寓管理规定，并按照规定进行违纪处理，联络学校行为规范办公室；
7. 掌握学生日常动态，对学业、心理、行为等存在问题的学生进行个体关注；
8. 举办公寓文化活动、组织开展教育服务类活动，建立学习型的社区；
9. 配合资助办公室完成评优评奖、困难学生认定等工作；
10. 轮流值班处理突发事件；
11. 完成学校交办的其他工作。

必备条件：

1. 硕士及以上学位；
2. 具备良好的中英文书面及口头表达能力；
3. 具有较强的责任心，做事积极主动，以及较强的组织能力；
4. 具有较好的沟通协调能力和多任务并行处理能力，能够承受一定的工作压力；
5. 能够处理紧急状况和特殊案例；
6. 原则上需在本岗位上至少三年。

优先条件：

1. 教育学、心理学等相关专业硕士或以上学位；
2. 具有两年及以上高校相关工作经验；
3. 熟悉中美高等教育体系；



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4. 海外学习和工作经历；
5. 具有中外合作大学的工作经历。

Job Description - Residence Hall Director

Department: Student Affairs

Report to: Director

Responsibilities:

Residence Hall Director (RHD) is a live-in position and responsible for the student development and daily operation of a residential hall, each RHD is responsible for 200-300 residents of the designate residence hall. RHDs have the following responsibilities:

1. Communicate and coordinate with property management company and logistics departments to solve the facilities problems of the residence halls and provide a safe and well-equipped living environment for students;
2. Responsible for Convid-19 prevention and control in residential halls, including information tracking, out of/return to the campus approval and daily health report supervision;
3. Cooperate with Housing Services Specialist to arrange accommodation for freshmen and check out for graduates; Mediate roommates' conflicts and handle daily accommodation changes;
4. Guide and supervise the Resident Assistant team;
5. Conduct health and safety inspection and safety education ;
6. Implement the Community Standards and Procedures, deal with violations; Serve as a liaison to the conduct office;
7. Provide individual support to students with problems in academic performance, psychology and behaviors;
8. Create programs to build living and learning community;
9. Cooperate with the Financial Aid Office to complete the evaluation of awards, and identify students with financial difficulties;
10. Be on duty in turn to deal with emergencies;
11. Perform other duties as assigned by the supervisor;

Required Qualification:

1. Master or higher degree;
2. Good command of English and Chinese;



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3. Strong sense of responsibility and initiative, and good organizational skills;
4. Good interpersonal and liaison skills, and an ability to lead a team to work on multiple tasks under pressure;
5. Ability to handle emergencies and special cases;
6. Three-year residence is required of this position in the residence hall.

Preferred Qualification:

1. Master or higher degree in Education, Psychology or related areas from a reputable university;
2. 2 years' post-qualification related work experience;
3. Familiarity with both Chinese and American higher education systems;
4. Overseas study or working experience;
5. Working experience in a Sino-foreign collaborative university.