**岗位说明书——学术支持专员岗位**

所属部门：学生学术支持服务中心 汇报机制: 学术支持中心负责人

**岗位职责：**

1. 协助探索及建立提升学生学业的支持体系；
2. 评估学生的学业困难，制定个性化学业支持计划；
3. 同各学院、学生事务部等部门紧密合作，跟踪学生学业进步；
4. 利用电子技术资源，提升学生学术支持服务及其效率；
5. 收集学生学业支持需求，为不同需求的学生开设各类学业支持活动；
6. 完成学校及部门交办的其他工作。

**必备条件：**

1. 硕士学位；
2. 良好的英语口头及书面表达能力（满足其中之一的语言要求）：雅思6分及以上，托福iBT 79分及以上、paper-based 550分及以上，多邻国100分及以上，大学英语六级525分及以上，或英语专业四级合格以及上；
3. 工作细致，客户至上，能独立工作，以及在限期内完成任务的能力；
4. 处理压力和严守工作机密的能力；
5. 有效参与团队工作并具备良好的沟通协调能力。

**Job Description - Academic Support Specialist**

Department: Student Academic Support Service Center Report to: Acting Head

**Responsibilities:**

1. Assist in exploring and constructing a supportive system aiming for students’ academic success.
2. Assess students’ academic difficulties, develop and prescribe individual academic support plans.
3. Work closely with colleges, Student Affairs and related offices to monitor students’ academic progress.
4. Utilize electronic and technology resources to enhance Student Academic Support Services and their effectiveness.
5. Other projects as assigned

**Required:**

1. Master’s Degree.
2. Good verbal and written communication skills (meet one of the following language requirements): International English Language Testing System (IELTS) Minimum Score 6.0, Test of English as a Foreign Language (TOEFL) Minimum Score 79 (Internet-based) or 550 (Paper-based), Duolingo English Test Minimum Score 100, College English Test-6 Minimum Score 525, or Test for English Majors-Band 8 Minimum Score 60.
3. Demonstrated evidence of detail-orientation, customer service orientation, ability to work independently, and ability to meet deadlines.
4. Ability to handle stressful situations and maintain confidentiality.
5. Ability to collaborate and communicate effectively with co-workers.