**岗位说明书——综合管理岗位**

所属部门：科研办 汇报机制:科研办主任

**岗位职责：**

1. **科研规划及政策研究；**
2. **科研综合文秘、后勤管理；**
3. **科研资金管理及日常财务协助；**
4. **科研统计；**
5. **科研成果（知识产权）管理；**
6. **部门交代的其他工作任务。**

**必备条件：**

**1、硕士以上学位；**

**2、优秀的中英文语言能力；（满足任一：大学英语六级460分以上；雅思6分以上；托福90分以上；拥有英语专四或以上证书。）**

**3、3年以上从事科研或科研管理工作经历。**

**优先条件：**

**1、具有海外留学、工作经历；**

**2、理工科背景。**

**Job Description - Research comprehensive management**

Department: ORSP Report to Director of ORSP

**Responsibilities:**

1. Make strategic plans and policies on research;
2. Fulfill comprehensive secretary duty and manage the logistics;
3. Manage the research funding, provide support and consultancy for financial-related issues;
4. Manage research statistics;
5. Manage research outcomes (intellectual property);
6. Complete other tasks assigned by the director.

**Required Qualification:**

1. Master's degree or above；
2. Excellent command of Chinese and English; (English proficiency requirements: CET-6 460 or above; IELTS 6 or above; TOEFL 90 or above; Certificate of TEM 4 or above.)
3. More than three years of working experience in research or research-related administration.

**Preferred Qualification:**

1. Candidates with oversea study experience and relevant work experience are preferred;

2. Candidates with science and engineering backgrounds are preferred.