



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书

商学院学院专员（课程事务）

所属部门：教学部

汇报机制：教学部、商学院院长

### 岗位职责：

1. 负责为学生提供学术咨询以帮助学生合理安排学习进度；
2. 负责完成学生毕业论文的收集归档，以配合完成教育部的年度论文抽检；
3. 做好学院学术类事务，如毕业审核、学术诚信、成绩申诉、学业预警等；
4. 协助做好学院课程安排并进行调整完善，统计教师课时及处理教师教学需求等；
5. 协助学科和专业项目申报申请工作；
6. 完成布置的其他相关工作。

### 必备条件：

1. 硕士研究生；
2. 优秀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并耐心处理学生咨询；
3. 优秀的中英文口头及书面表达能力（满足以下条件之一：要求大学英语六级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）；
4. 有效参与团队工作并具备良好的沟通协调能力。

### 优先条件：

1. 具有海（境）外学习工作经历或在中外合作办学机构工作经验；
2. 熟悉Excel、Ellucian等操作系统



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## Job Description – CBPM Academic Specialist

Department: Academic Affairs Office

Report to: Academic Affairs Office and the Dean of CBPM

### Responsibilities:

1. Provide consultation to students in the course registration process and help student evaluation progress toward academic goals;
2. Collect and maintain undergraduates' graduation thesis to receive the annual thesis sampling inspection from MoE;
3. Manage the related academic tasks such as degree audits, academic integrity, grade checks, academic probations, etc.;
4. Coordinate the course scheduling and faculty teaching needs;
5. Assist the team with academic programs applications;
6. Other projects as assigned.

### Required:

1. Master's degree;
2. Multitasking, interpersonal and client service skills;
3. Excellent oral and written communication skills, high proficiency in both Chinese and English (meet one of the following requirements: score of CET-6 above 460; score of IELTS above 6; score of TOEFL above 90; have the certificate of TEM 4 or above);
4. Ability to work independently as well as part of a team;

### Preferred:

1. Overseas or Sino-foreign cooperative education institute studying and working experience preferred;
2. Facility with Microsoft Excel and experience using Ellucian preferred;