



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——学生会管理专员岗位

所属部门：学生事务部

汇报机制：学生事务部助理主任

岗位职责：

1. 协助管理学生会和学生社团，内容包括但不限于提供培训，团队建设，社团评选，社团认证，学生领袖选举；
2. 加强学生生活的制度建设，协助负责学生团委、学生会、学生社团、校园活动的指导；
3. 管理学校学生生活网站并监管社团新媒体账号；
4. 协助负责新生入学始业教育工作；
5. 建立配合完成学生事务部工作目标的培训计划；
6. 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。
7. 完成领导力中心大型活动相关的其他工作。
8. 完成完成学校和部门领导交办的其他任务。

必备条件：

1. 教育学、教育领导学、英语、管理学、组织发展学、传播学、新闻学、汉语言文学等相关专业研究生学历及以上；
2. 有较强的写作能力，英语听、说、读、写熟练，中英文俱佳。满足下列条件之一：托福 90 分及以上，雅思 6.5 分及以上，英语专八及格及以上；
3. 熟悉公文写作格式，擅长计算机办公系统应用；
4. 有较强的沟通能力、协调能力、服务意识、大局意识；
5. 富有创造力，有大型活动组织经验者优先考虑；
6. 热爱学生工作，能做到与学生耐心沟通交流；
7. 具有在团队环境中协同工作的能力。



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Job Description - Student Government Specialist

Department: Student Affairs

Report to: Assistant Director

Responsibilities:

1. Assist in the management of student government and student clubs, including but not limited to providing training, team building, evaluation, recognition, and student leader elections
2. Student activity and campus programming, including student group website management and updating.
3. Campus wide large-scale event application, lecture hall booking and assets borrowed. Activity budget auditing and reimbursement.
4. Advise mentors to assist in the new student's orientation.
5. Creates training plans and curricula that align with Student Affairs' objectives.
6. 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.
7. Complete other large-scale event launched by Center for Leadership and Service.
8. Complete other tasks assigned by University or department head.

Required Qualification:

1. Master or above, major in Education, Educational Leadership, English, management, organizational development, communications, journalism, Chinese Language and literature, and related major.
2. Be equipped with strong writing skill both in Chinese and English, excellent fluency in written English. Satisfy one of the following conditions: TOEFL 90 or above, IELTS 6.5 or above, TEM-8;
3. Be familiar with document writing style, be good at the computer office system using.
4. Have strong communication skills, coordination ability, service and overall awareness.
5. Be creative; Applicants who has experience in large scales event is preferred.
6. Be enthusiastic about student affairs work and be able to communicate with students patiently.