



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——招生专员岗位

所属部门：招生就业与校友办公室

汇报机制：主任

岗位职责：

1. 负责国际、港澳台侨招生政策的研究和计划的制定；
2. 协助计划内高考招生工作；
3. 负责申请咨询工作；
4. 负责招生宣传和市场推广；
5. 负责学生入学后的数据追踪及研究；
6. 完成其他交办的任务。

必备条件：

1. 硕士研究生及以上学历；
2. 具有较强的计算机应用及分析能力；
3. 有较强的组织、宣传和协调能力；
4. 具有良好的英语口语、书面表达能力；
5. 能胜任加班等高强度的工作环境。



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Job Description - Admissions Specialist

Department: Office of Admissions, Career & Alumni

Report to: Director

Responsibilities:

1. Be responsible for developing international and overseas admissions policies and plans.
2. Assist in Gaokao admissions.
3. Be responsible for counseling management.
4. Be responsible for media promotion and marketing.
5. Be responsible for the data analysis of enrolled students.
6. Complete other tasks assigned.

Required Qualification:

1. Master degree or above.
2. Strong office and data analysis ability.
3. Strong organizational, marketing and coordination capacity.
4. Good oral and writing English skill.
5. Be able to work overtime and other high-intensity working environment.