



WENZHOU-KEAN  
UNIVERSITY

## **Job Description – Legal Affairs Specialist**

Department: University Affairs

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Report to: Director of University Affairs

### **Position Summary**

- Provide legal advice on WKU's critical decisions, management, contracts, documents that involves legal issues;
- Draft or review, modify key legal documents of WKU, participate in the formulation and implementation of university rules and regulations;
- Provide policy and legal advice for various departments and units within WKU;
- Coordinate closely with the outside law firm and carry out legal affairs related to WKU;
- Perform additional tasks or duties of University Affairs; and
- Perform additional tasks or duties as assigned by university leaders.

### **Qualification**

- Full time bachelor degree with intermediate (inclusive or above) technical title or graduate (inclusive or above) degree;
- Obtained the legal professional qualification certificate or passed the legal examination;
- Proficiency both in written and spoken English, proficient in drafting and preparing legal Documents both in Chinese and English; and
- Ability to work collaboratively and effectively in a team environment.

### **Preferred Qualification**

- Construction related legal working experience
- Overseas education or overseas working experience background

## 岗位职责书 – 法律事务专员

**部门：校办公室**

**汇报：校办公室主任**

### **岗位职责：**

- 为学校重大决策、管理行为、合同行为、校内公文等方面涉及的法律问题进行论证，提供法律意见；
- 起草、审查、修改学校重大法律文本，承担或参与学校章程等学校重要规章制度的制定和实施；
- 为学校各职能部门和单位提供政策、法律咨询与支持；
- 协调学校法律顾问，开展学校相关法律事务工作；
- 兼顾校办公室其他工作；
- 做好领导交办的其他工作。

### **聘任条件：**

- 全日制本科学历且具备中级（含）以上职称，或研究生（含）以上学历；
- 已取得法律职业资格证书或已通过法考；
- 英语听说读写流利，能用中英双语起草法律文本
- 具有团队精神和沟通能力

### **优先条件**

- 拥有工程类法律工作经验者优先考虑
- 有海外教育或工作背景优先考虑