



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——生物实验专员岗位

所属部门：教学部

汇报机制:教学部助理主任

岗位职责：

1. 负责生物专业相关实验课程的教学或辅助教学工作；
2. 熟悉实验室安全规则和条例，负责实验室日常维护及安全管理等工作；
3. 负责动物房的建设和管理工作；
4. 负责实验室仪器设备采购及管理工作；
5. 负责实验室信息化管理系统建设及维护；
6. 完成领导分配的其他任务。

必备条件：

1. 硕士及以上学历，生物学相关专业背景；
2. 有良好的中英文口语及书面交流能力，能胜任对外交流沟通工作，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；
3. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务；

优先条件：

1. 有实验室工作经验并有动物房建设及管理方面有所特长者优先；
2. 中外合作大学或海外求学经历者优先。



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Job Description – Biology Technician

Department: Academic Affairs

Report to: Assistant Director in Academic Affairs

Responsibilities:

1. Responsible for teaching or supporting the biology lab courses.
2. Be familiar with laboratory safety rules and responsible for laboratory maintenance and safety management.
3. Responsible for construction and management of animal room.
4. Responsible for purchasing and managing the laboratory instruments.
5. Responsible for construction and maintenance of laboratory information management systems.
6. Fulfill other work assigned by leaders.

Required Qualification:

1. Master's degree or above in Biology or relevant educational background.
2. Excellent fluency in both oral and written communication of English and Chinese.
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.
3. Be passionate and capable of working under high-intensity work environment.

Preferred Qualification:

1. With related laboratory working experience and animal room construction and management experience enjoys priority.
2. With working experience in Sino-foreign cooperative university or overseas enjoys priority.