



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——综合管理岗位

所属部门：科研办（校地合作办） 汇报机制:科研办（校地合作办）主任

### 岗位职责：

- 1、科研规划及政策研究；
- 2、科研综合文秘、后勤管理；
- 3、科研资金管理及日常财务协助；
- 4、科研统计；
- 5、科研成果（知识产权）管理；
- 6、部门交代的其他工作任务。

### 必备条件：

- 1、理工科专业背景，硕士及以上学位；
- 2、优秀的中英文语言能力，英语要求（满足其一）大学英语六级 550 分及以上、雅思 6.5 分及以上、托福 100 分及以上、拥有英语专四或以上证书。

### 优先条件：

- 1、具有海外留学、工作经历；
- 2、生物、计算机专业背景。



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## **Job Description - Research comprehensive management**

Department: ORSP(OGCR)

Report to Director of ORSP(OGCR)

### **Responsibilities:**

1. Make strategic plans and policies on research;
2. Fulfill comprehensive secretary duty and manage the logistics;
3. Manage the research funding, provide support and consultancy for financial-related issues;
4. Manage research statistics;
5. Manage research outcomes (intellectual property);
6. Complete other tasks assigned by the director.

### **Required Qualification:**

1. Master's degree or above with science and engineering background (biology, computer science, chemistry);
2. Bilingual proficiency of Chinese and English. English level must meet one of the below: CET-6 550 and above; IELTS 6.5 and above; TOEFL 100 and above; TEM-4 certificate and above.

### **Preferred Qualification:**

1. Candidates with overseas study experience and relevant work experience are preferred;
2. Candidates with biology and computer majors are preferred.