



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——教学职业发展专员

所属部门：教学部

汇报机制：学术副校长

岗位职责：

1. 协助教师进行课程设计，并提供教学技术支持；
2. 开发并维护教学职业发展的各项数据信息；
3. 组织及推广教学职业发展的相关活动，包括制定电子宣传册和活动流程；
4. 统筹与维持教学职业发展的年度预算；
5. 履行材料的归档职责，并根据需要保存电子档案；
6. 完成上级领导交办的其他工作任务。

招聘必备条件：

1. 硕士或以上学位，教学技术设计、教育类相关专业；
2. 1年或以上工作经验，具备优秀的中英文书面及口语表达能力；
3. 具备良好的团队合作能力及高效工作能力；
4. 具备良好的专业素养、行政管理能力及熟练的计算机技能；
5. 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）。

招聘优先条件：

1. 中外合作大学及留学背景；
2. 具有高校工作经验；
3. 具有助理或秘书相关工作经验；
4. 熟悉教师活动组织等相关工作。



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Job Description – Specialist for Center for Teaching and Learning (CLT)

Department: Office of Academic Affairs

Report to: VCAA

Responsibilities:

1. To assist faculty in designing curriculum and provide instructional technology support for faculty
2. To develop and maintain a variety of databases of the CLT;
3. To organize and promote activities of the CLT, including formulating e-brochures and agendas for the activities for marketing purposes;
4. To maintain and monitor the budget of the CLT;
5. To process payment/reconciliation and keep accurate records, and Perform filing duties and keep electronic files as needed;
6. other work assigned by supervisors.

Required Qualification:

1. Master's Degree or above, majors related to Instructional Design Technology or Education;
2. 1 or more years of work experience, fluency in spoken/written Chinese and English;
3. Ability to work effectively and efficiently in a team;
4. Well-developed professional demeanor, and administrative and computer skills;
5. 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.

Preferred Qualification:

6. International universities and oversee study experience;
7. Work experience in a higher education institution;
8. Work experience related to assistant or secretary;
9. Familiar with organization for faculty activities.