



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——教育管理硕博项目专员

所属部门：教学部

汇报机制：教学部负责人

### 岗位职责：

1. 协助计划可开设的硕博专业；
2. 熟知硕博专业的申报流程，进行申报相关工作；
3. 牵头教育类硕博项目的教育教学及日常运行；
4. 筹办研究生教育相关学术活动；
5. 就学校整体研究生工作安排，与其它相关部门保持有效的沟通协作；
6. 完成其它交办的任务。

### 必备条件：

1. 硕士及以上学位；
2. 有良好的中英文口语及书面表达能力；
3. 热爱高校工作，能胜任加班及在高强度工作环境下完成任务；
4. 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）。

### 优先条件：

1. 有中外合作大学或海外求学经历者优先；
2. 有在高校或者教育机构从事相关工作的经历者优先；
3. 雅思 7 分或托福 95 分以上优先。



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## **Job Description – Educational Administration Programs**

### **Specialist**

Department: Office of Academic Affairs

Report to: Director of AA

#### **Responsibilities:**

1. Assist planning on establishing new graduate programs;
2. Study the application procedures of new graduate programs, and apply to national/provincial department(s) as planned;
3. Based on overall management needs, oversee the daily operation of Educational programs;
4. Plan and undertake academic activities related to graduate education;
5. Work effectively with other departments/offices according to the University's overall work plan of graduate education;
6. Complete other assigned work tasks.

#### **Required Qualification:**

1. Master's Degree (or higher);
2. Good level of English proficiency with fluent speaking and competent writing skills;
3. Motivated to work in the field of higher education, and be capable to work under high pressure;
4. A score of 460 or above in CET-6; IELTS score of 6 or above; TOEFL score of 90 or above; with a certificate of TEM4 or TEM8.

#### **Preferred Qualification:**

1. Study experience in Chinese-foreign cooperative university or overseas educational background preferred;
2. Relevant work experience in higher education institutions or organizations preferred;
3. IELTS score 7.0 or TOEFL score 95 preferred.