



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.