



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书——环境科学实验专员岗位

所属部门：教学部

汇报机制：教学部助理主任

### 岗位职责：

1. 负责环境科学专业相关实验课程的教学或辅助教学工作；
2. 负责实验室仪器设备采购及管理工作，包括设备预约、培训和定期维护；
3. 负责理工楼实验室建设和维护工作及实验中心其他实验室建设项目；
4. 负责实验室公共设施正常运行及保障工作；
5. 负责实验中心耗材日常管理，包括采买、出入库、报销等工作；
6. 完成领导分配的其他任务。

### 必备条件：

1. 硕士及以上学位，环境科学、生态学等相关专业背景；
2. 有良好的中英文口语及书面交流能力，能胜任对外沟通交流工作，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在实验室建设及管理方面有所特长者优先；
2. 中外合作大学或海外工作经验者优先。



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## **Job Description – Environmental Science Technician**

Department: Academic Affairs

Report to: Assistant Director in Academic Affairs

### **Responsibilities:**

1. Responsible for teaching or supporting the environmental science lab courses.
2. Responsible for purchasing and managing the laboratory instruments including reservation, training and regular maintenance.
3. Assist science building construction and the other laboratory construction projects.
4. Responsible for the regular maintenance of laboratory communal facilities.
5. Responsible for the management of consumables including procurement, consumables inventory in/out, reimbursement.
6. Fulfill other work assigned by leaders.

### **Required Qualification:**

1. Master's degree or above in Environmental Science or Ecology 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 construction ability enjoys priority.
2. With working experience in Sino-foreign cooperative university or overseas enjoys priority.