



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——招生就业办主任

所属部门：招就办

汇报机制：学生事务副校长

岗位职责：

1. 全面协调招生就业工作，制订招生就业计划和政策，落实招生就业工作；
2. 领导研究国内外招生政策，并结合国情发展多元化招生方式；
3. 领导建立专业的学生就业团队，为学生落实和开拓实习、见习、就业等机会；
4. 统筹协调有关接收和派遣与美肯之间的交换项目工作；
5. 负责部门团队建设发展；
6. 完成交办的其他工作。

必备条件：

1. 具有六年以上高校招生及就业相关工作经验；
2. 硕士及以上学位；
3. 具备较强的中英文双语能力、组织协调能力、交流沟通能力、行政管理能力和调查研究能力。

优先条件：

1. 熟悉高等教育政策法规，担任过三年以上海内外高校招生事务负责人职务，丰富的高校招生管理经验，对中外高等教育有深刻的认识和思考；
2. 有高校或相关教育机构工作经验者优先；
3. 有海外经验者优先。



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Job Description - Director of Admissions and Career

Development

Department: Admissions and Career Development

Report to: Vice Chancellor of Students Affairs

Responsibilities:

1. Coordinate admission and students career work, formulate related plans and policies, and implement it;
2. Lead the research of domestic and foreign admission policies and develop diversified enrollment methods based on national conditions;
3. Lead the establishment of a professional student career advise team, and provide students with opportunities for internship, internship and employment;
4. Coordinate the work of exchange projects between WKU and KU;
5. Lead the team building and development in the department;
6. Complete other tasks assigned.

Required Qualification:

1. At least six years' administration experience in higher education sector with reference to admissions and Career Development.
2. Master degree or above.
3. Excellent fluency in both oral and written communication in English and Chinese, skills in coordination, administration and research.

Preferred Qualification:

1. Familiar with higher education policy, better with three years or up experience in higher education student recruitment.
2. Have relevant working experience in university or educational setting enjoys priority.
3. With working experience in enterprise or overseas experience enjoys priority.