



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——化学实验室专员岗位

所属部门：教学部

汇报机制：实验科研中心主任

岗位职责：

1. 负责实验课程的材料准备、教学辅助和学生操作指导等工作；
2. 熟悉化学实验室安全规则和条例，负责化学实验室日常维护、安全管理、实验废物处理等工作；
3. 负责易燃易爆危化品的安全规范管理工作；
4. 负责化学实验室设备和耗材的采购申报、入库出库登记等工作；
5. 规划和建设化学实验室；
6. 指导学生的科研项目；
7. 完成领导分配的其他任务。

必备条件：

1. 硕士及以上学历，化学相关专业背景；
2. 有优秀的中英文口语及书面交流能力，能胜任对外交流沟通工作（取得大学英语六级、雅思 6 分以上或托福 85 分以上）。
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；
4. 有一定科研能力。

优先条件：

1. 有实验室工作经验并在实验技术方面有所特长者优先；
2. 高校或者教育机构从事相关工作经历者优先；
3. 中外合作大学或海外求学经历者优先。



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Job Description - Chemistry Specialist

Department: Academic Affairs

Report to: Director of Lab & Research Center

Responsibilities:

1. Be responsible for the preparation, teaching assistance and operation guidance of laboratory courses;
2. Be familiar with chemistry laboratory safety rules and regulations, be responsible for chemistry laboratory routine maintenance, safety management, chemical waste disposal and etc.;
3. Be responsible for the safety standard management of flammable and explosive chemicals;
4. Be responsible for purchasing and managing laboratory instruments and consumables;
5. Be responsible for the planning and construction of the chemistry laboratory;
6. Guide students with research projects;
7. Be responsible for other work assigned by leadership.

Required Qualification:

1. Master degree or above in chemistry or other related field;
2. Good level of English and Chinese proficiency with fluent speaking and writing ability, capable of external communication work; Obtained CET-6, IELTS 6 or above, or TOEFL 79 or above.;
3. Motivated to work at university context, and be capable to work under high pressure;
4. Basic research capabilities.

Preferred Qualification:

1. Working experience in laboratory and special skills in experimental technology;
2. Relevant working experience in university or education institutions;
3. Working experience in Sino-foreign cooperative university and oversea education background.