



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——商学院助理岗位

所属部门：教学部

汇报机制：商学院院长

岗位职责：

1. 组织与策划学院大中型活动；
2. 更新与发布学院网站及多媒体平台的内容；
3. 管理与协调学生实践项目课程；
4. 协助学院为学生学习及学术研究提供学习支持与其他教育服务。
5. 部门交办的其他工作任务。

必备条件：

1. 硕士及以上学位；
2. 具有参与过组织大型活动的经验，具有较强的组织、协调能力；
3. 优秀的英语书面及口语表达能力；
4. 具备良好的团队合作能力及高效工作能力。

优先条件：

1. 有美国留学、相关工作背景者优先。



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Job Description - CBPM Assistant

Department: Academic Affairs

Report to: Dean of CBPM

Responsibilities:

1. In charge of the design and implement events, workshops and other academic-related activities.
2. Maintains the college websites and other social media platform.
3. Participates in practicum programs' management and coordination.
4. Liaises with faculty and administrators to best serve academic needs of students.

Required Qualification:

1. Master Degree or above.
2. Previous experience in organizing events and activities with Good organizational, problem-solving and interpersonal communications skills.
3. Fluency in spoken/written English.
4. Ability to work effectively and efficiently in a team.

Preferred Qualification:

1. US Academic background with experience in working in a multicultural environment is preferred.