



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书——招生办助理主任

所属部门：招生办

汇报机制：招就办主任

### 岗位职责：

1. 协助主任管理日常招生事务，制定部门相关规章制度、政策及措施；
2. 协助部门主任制订招生规划，落实招生工作；
3. 协助牵头国内外招生研究，并结合国情发展多元化招生方式；
4. 协助部门团队建设与培训；
5. 完成其他交办的工作。

### 必备条件：

1. 具有五年以上高校招生工作经验；
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. 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 - Assistant Director of Admissions Office**

Department: Admissions Office

Report to: Director of Admissions and Career Development

### **Responsibilities:**

1. Assist the Director with center operation at all levels of administration, and define departmental policies and procedures;
2. Assist the Director to make and implement strategic plan the admissions;
3. Assist the Director to make strategic plan for admissions and develop diverse methods of admissions.
4. Be responsible for team building and training of colleagues.
5. Complete other tasks assigned.

### **Required Qualification:**

1. At least five years' administration experience in higher education sector with reference to admissions and recruitment.
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 at home and abroad, better with experience in higher education student recruitment management.
2. Have relevant working experience in university or educational setting enjoys priority.
3. With overseas experience enjoys priority.