



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书 – 书院导师 (辅导员)岗位

所属部门：学生事务部 汇报机制：书院负责人

### 岗位职责：

书院导师的主要职责是负责全体在校学生的学生发展和书院的日常运营，需入住书院。除此之外，指导书院导生的工作和协调书院其他工作人员的工作，书院导师还包括如下的具体工作职能：

1. 指导书院的导生团队服务和支持学生的工作；
2. 联合其他相关部门在书院开展博雅教育活动；
3. 配合学生学术支持服务中心对学业困难学生进行学业预警和干预的相关教育活动；
4. 实施学生行为规范，并按照规定对违反规定的学生进行处罚教育；
5. 联络学校行为规范办公室；
6. 调节寝室纠纷，调换寝室流程；
7. 参与学校其它部门合作开展书院安全教育以及安全检查；
8. 协助学生事务的日常工作，包括奖学金以及勤工助学项目；
9. 与心理咨询中心配合为学生提供心理咨询服务；
10. 组织开展教育服务类活动，建立学习型的社区；
11. 完成学校交办的其他工作。

### 必备条件：

1. 硕士及以上学位；
2. 具备良好的英语书面及口头表达能力；
3. 具有较强的责任心，做事积极主动，以及较强的组织能力；
4. 具有较好的沟通协调能力，能够带领团队同时完成多个任务，并能够承受一定的工作压力；
5. 能够处理紧急状况和特殊案例；
6. 原则上需在本岗位上至少三年。

### 优先条件：

1. 教育学、心理学、音乐及表演等相关专业硕士或以上学位；
2. 具有两年及以上高校相关工作经验；
3. 熟悉中美高等教育体系；
4. 海外学习和工作经历；
5. 具有中外合作大学的工作经历。



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## Job Description - Residence Hall Director

Department: Student Affairs

Report to: Director

### Responsibilities:

**Residence Hall Director** (RHD) is a live-in position and responsible for the student development and daily operation of a residential hall , In addition to supervising the Resident Assistants, RHDs also have the following responsibilities:

1. Lead the Residence Assistant team to support the students;
2. Collaborate with related departments to carry out the mission of Liberal Arts Education in Residential Hall;
3. Cooperate with Student Academic Support Service Center for early identification and intervention of students with academic difficulties;
4. Enforce the code of student conduct and adjudicate cases of violations
5. Serve as a liaison to the conduct office;
6. Mediate roommate conflicts and oversee moving-in, moving-out and room change process;
7. Conduct health and safety inspection together with other departments in the residence halls;
8. Assist with general administrative work for student affairs, including scholarships and work-study program.
9. Support the counseling service in the residential hall together with the Counselling Center;
10. Plan and implement educational programs to establish the living and learning community;
11. Perform other duties as assigned by the supervisor.

### Required Qualification:

1. Master or higher degree;
2. Good command of English and Chinese;
3. Strong sense of responsibility and initiative, and good organizational skills;
4. Good interpersonal and liaison skills, and an ability to lead a team to work on multiple tasks under pressure;
5. Ability to handle emergencies and special cases;
6. Would like to be on shift duty at nights and in holidays.
7. Three year residence is required of this position in the residence hall.



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**Preferred Qualification:**

1. Master or higher degree in Education, Psychology or related areas from a reputable university;
2. 2 years' post-qualification related work experience;
3. Familiarity with both Chinese and American higher education systems;
4. Overseas study or working experience;
5. Working experience in a Sino-foreign collaborative university.