



Position Name: Academic Affairs (Academic Administration & Degree Related)

Affiliation: Schwarzman College, Tsinghua University

**Department: Academic Affairs** 

**Hiring Number: 1-2** 

## **Duties & Responsibilities**

- 1. Responsible for the plan of teaching calendar, academic administration related schedule
- 2. Responsible for organizing new student enrollment, coordinate with the teams/departments related to academic affairs
- 3. Responsible for the reviews and management of student personal academic plans
- 4. Responsible for the procedure of Capstone program (selecting advisors, dissertation proposal, intermediate review, paper review)
- 5. Organizes the student's graduation thesis defense work (the defense secretary management, review and defense reviewer's arrangement)
- 6. Organized degree declaration and review work
- 7. Responsible for student files and student status management
- 8. Responsible for the arrangement of student academic management regulations and departmental training
- 9. Participates in student academic and advisors related information session presentation (Capstone, graduation, student status)
- 10. Participates in the management and communication related to advisors. Organizes events as
- 11. Support the duties related to courses, faculty affairs and department.

## Essential qualifications

- 1. At least Bachelor's Degree. Majoring in Education, Management and Sociology can be preferred.
- 2. At lease two-year full-time experience experience in education institute, and studying abroad can be preferred.
- 3. Proficient in English and Mandarin;
- 4. Passionate about education. Strong sense of responsibility and team work. Can work under pressure.
- 5. Detail-oriented, capability of multi-tasks and trouble shooting.
- 6. Proficient in official document writing and Excel.
- 7. Can accept overwork during busy season;

## Salary & Benefit:

- 1. Tsinghua Contract Terms of Appointment
- 2. Global and cross-culture atmosphere, working with talent team members

## TO APPLY

Send your resume in bilingual languages (English and Chinese) by email to <a href="mailto:hr@sc.tsinghua.edu.cn">hr@sc.tsinghua.edu.cn</a>