
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 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 projects (selecting advisors, dissertation proposal, intermediate review, paper review)
5. Organizes the student's graduation thesis defense work (the defense secretary management, review and defense review 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 courses 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 needed.
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 be preferred.
2. At least two year full-time experience. experience in education institute, and studying abroad can be preferred.
3. Proficient in English and Mandarin;
4. Passionate, capable of communication and teamwork.
6. Proficient in official document writing and Excel.
7. Can accept overtime work during busy season;

Salary & Benefit:

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

TO APPLY

Send your resume in bilingual languages (English and Chinese) by email to hr@sc.tsinghua.edu.cn