

Job Description - Specialist for Student Conduct

Position Summary

Specialist for Student Conduct is required to manage student code of conduct and the violation process; Serving as the contact person with Campus Life Advisor team, student counseling center and providing service accordingly; developing 4-year tracking system to students; and **managing student profiles and archives.**

Qualifications

Master's degree from an accredited university; two years of progressive professional experience in student services. Candidate must have excellent oral and written communication skills, coordination skills, and service orientated; Be fluent in English is preferred; counseling service qualification or law background is preferred; **Membership in Chinese Communist Party is preferred.**

Application

Please fulfill the “Wenzhou-Kean University Application Form” (attached) and send the form/ the scanned copy of ID card, Graduate certificates and Official transcripts for all degrees, personal achievements and other required professional certificates to Staff-B-hiring@wku.edu.cn.

Please notice that overseas degree and certification should be approved by Chinese Ministry of Education. Also, your email subject and application form should be named as” your name + application position”. The Candidates can only apply for one position. Candidacy review begins immediately and continues until appointment is made.