

# 国际学生校友主管岗招聘启示

## Notice on Recruitment of International Students and Alumni Affairs Manager

**Work Unit:** Office of International Affairs

**Position Type:** Administrative / International Students and Alumni Affairs Management

**Job Title:** International Students and Alumni Affairs Manager

### Primary Duties & Responsibilities:

1. Handling the accommodation related affairs of international students.
2. Maintaining contact with international alumni, organizing alumni events, and advancing alumni related work.
3. Managing housing and airfare affairs of scholarship international students.
4. Providing daily consultations to international students.
5. Guiding schools/departments to carry out international student management and services.
6. Organizing orientation programs for international students.
7. Other work assigned by superiors.

### Qualifications:

1. Be law-abiding, trustable, upright, and healthy both physically and mentally; observe the work ethic, be devoted and align with the Tsinghua culture.
2. Have a global outlook and robust intercultural communicating skills, excel at organizing, coordinating and team-working, can sustain pressure, and be responsive to emergency.
3. Have a doctoral degree, or master/bachelor's degree with at least three years of working experience.
4. Be a native English speaker and have good English-Chinese writing, listening and speaking skills.

### Application Materials:

Applicants submit their English-Chinese resume or CV with a recent personal photo before October 8 to [guojichu@tsinghua.edu.cn](mailto:guojichu@tsinghua.edu.cn). The email's subject line should be "Job Application- International Students and Alumni Affairs Management". Only qualified applicants will be contacted for an interview.

**Required Specialty:** Not prescribed

**Number of Recruits:** One

**Closing Date:** October 8, 2021

**Contact Information:** [guojichu@tsinghua.edu.cn](mailto:guojichu@tsinghua.edu.cn)

**招聘单位：**国际处

**岗位名称：**国际学生校友主管岗

**招聘职位：**国际学生校友主管

**工作职责：**

1. 负责处理国际学生住宿相关事务。
2. 协助联系国际校友，举办校友活动、促进校友工作发展。
3. 负责处理奖学金生住宿、校友及机票相关事务。
4. 负责国际学生事务日常咨询工作。
5. 指导院系开展国际学生管理和服务工作。
6. 组织实施国际学生入学教育项目。
7. 领导布置的其他工作。

**任职要求：**

1. 遵纪守法，思想政治素质好，身心健康，为人正直，爱岗敬业，认同清华文化。
2. 具有全球视野和跨文化交流能力，具有优秀的组织协调，团队合作和应急抗压能力。
3. 具有博士学位、或硕士3年、本科3年及以上工作经历。
4. 英语为母语，具有良好的中英文双语写作与听说能力。

**应聘材料：**

应聘者请于2021年10月8日前将个人应聘材料（中英文简历、近期生活照）以电子邮件形式发送至 [guojichu@tsinghua.edu.cn](mailto:guojichu@tsinghua.edu.cn)，邮件主题请注明“应聘——岗位名”。通过初选者将接到通知安排面试，未通过初选者不再另行通知。

所需专业：不限。

招聘人数：1。

联系人及联系方式：电子邮箱 [guojichu@tsinghua.edu.cn](mailto:guojichu@tsinghua.edu.cn)