

Presenter's Name: 静璇 人力资源部专员/Kristina + Human Resource Coordinator
Company Name: (中英文) 西湖大学/Westlake University



Administrative Staff Opportunities | Westlake University

About Us

Westlake University is a STEM-focused international research university supported by private and public funding. Emphasizing interdisciplinary collaboration, the university strives to make breakthroughs in basic research and to engineer innovative technologies. We are committed to advancing the frontiers of science and technology by nurturing the next generation of leading scientists and engineers.

Career Opportunities:

Westlake University is a place where all talent has the opportunity to reach their career potential. Its diverse and talented staff work together to build and sustain this pioneering higher education institution in China. We offer opportunities for international applicants in general administration, online content strategy and creation, academic writing, and much more.

Available positions include:

1. Academic English Consultant, Westlake Language Center

The Westlake Language Center, an internal institution of the Center for General Education, focuses on fostering a bilingual campus environment, and providing ample language learning opportunities and personalized language services to students.

Westlake University seeks a full-time, experienced writer/editor with superb English language ability to assist students in developing their English communication skills.

Job Responsibilities:

1. Provide one-on-one and group tutoring in English communication to students.
2. Participate in the assessment of students' English ability.
3. Develop and lead student-focused workshops on writing and communication.
4. Edit and proofread official English documents for departments and schools.
5. Other tasks as assigned.

Qualifications:

1. Demonstrated competence and experience in English writing and editing.
2. Two or more years' experience as an English language communication professional.
3. MA or higher degree in English, Communication, Journalism, or closely related field.
4. Native or near-native level English fluency.

Desired:

1. Familiarity with academic writing.
2. Ability to communicate in Mandarin Chinese.
3. Experience with international higher education institutions (e.g., teaching English or communication).
4. We invite applications from committed, dynamic and effective professionals to join us.

2. Academic Exchange Coordinator, Office of Research and External Collaboration

Job Responsibilities:

1. Initiate and coordinate international conferences, panels, workshops, seminars, lectures, and special events held at Westlake University.
2. Provide event support as assigned, including composing and editing correspondence, preparing information and reports, and providing on-site event support.
3. Assist with applications and management of overseas research programs and international research programs of NSFC.
4. Coordinate international activities, including making arrangements for, interfacing with and hosting visiting scholars, experts and guests at Westlake University.
5. Initiate and maintain outreach efforts to establish and cultivate relationships with overseas universities and research institutions, fostering research partnerships and collaboration that support the mission of Westlake University.
6. Serve as a point of contact for inquiries from external stakeholders; respond to and direct questions in a timely manner and with integrity to ensure reputational excellence is maintained.
7. Support media outreach to promote Westlake University's publications and key findings.
8. Perform other duties as directed.

Qualifications:

1. Three or more years' experience as a university administrator or relevant professional role in research, program development, and/or administration.
2. Master's or higher degree obtained at top institutions in higher education, social science, international relations or other international fields and/or equivalent experience/training is preferred.
3. Strong oral and written communication skills in both English and Chinese.
4. Detail-oriented, with strong communication, management, and interpersonal skills, a proactive and responsible attitude.
5. Ability to work effectively within a team and across departmental boundaries; ability to balance and prioritize concurrent tasks.
6. Possess or acquire a strong familiarity with Westlake University and the university's mission and goals.
7. Proficient in Microsoft Office and other office software.

Desired:

1. Experience working or studying at an academic institution abroad.
2. Experience organizing conferences and events with international participants.
3. Experience studying/working in China and a broad knowledge of the higher education setting in China

3. Executive Coordinator, Office of the President

Job Responsibilities:

1. Undertake draft and translation of formal documents, speeches and presentations from and into Chinese/English as required.
2. Provide support on and produce correspondence, including the processing of briefing papers, reports, information memos and reports, and other documents as assigned.
3. Provide event support as assigned, including arranging meetings and providing on-site support during major university events.
4. Coordinate international visits, including making arrangements for, interfacing with and hosting visitors, attending meetings, and arranging lab tours at Westlake University.
5. Perform any other administrative duties as assigned.

Qualifications:

1. Minimum 1 year of relevant working experience (preferably in Sino-foreign joint institutions, international companies or educational organizations).
2. Bachelor's or higher degree. Applications are welcome from applicants with different academic backgrounds.
3. High proficiency in written and spoken English and Mandarin Chinese (HSK6), native English speaker.
4. Proactive, reflective, and committed to on-time delivery, with excellent people skills and the ability to work within a team and independently.
5. Cultural awareness and sensitivity to deal with a wide range of individuals and cultural contexts.
6. Dependability, reliability, and ability to prioritize tasks and multitask.
7. Observe work ethic.

Desired:

1. Previous experience as an administrator in an educational organization or government office.
2. Good understanding of the higher education setting in China.
3. Experience working with senior member staff of an organization is preferred.

We invite applications from committed, dynamic and effective professionals to join us in enhancing the quality of research and administration. Candidates from English speaking countries, or English speakers with near-native English fluency are welcome to apply.

High proficiency in written and spoken Mandarin Chinese (HSK6) is required for most of our administrative positions.

Job Location: **Hangzhou**

How to Apply: Interested, qualified applicants should submit a letter of application/cover letter and a resume via email to intlrecruitment@westlake.edu.cn.

Please ensure position title, name and source are in the subject line.

Compensation and Benefits: Westlake University offers an internationally competitive compensation package commensurate with the selected candidate's qualifications and experience.

Application deadline: Open until filled

Please note: Due to the sheer volume of applications we receive for each job opening, we are not able to reach out to every applicant, we will contact applicants who meet the selection criteria and are a potential fit for the role.

Westlake University is an equal opportunity employer and encourages applications from qualified individuals of all ethnic backgrounds and from all countries.