

Associate Dean of Student Affairs

学生事务副院长

Duke Kunshan University

昆山杜克大学

Job Description

岗位描述

Position Overview 岗位概述:

As a member of the Student Affairs Leadership Team, the Associate Dean provides advice, guidance, support, and assistance to the Dean of Student Affairs on relevant matters related to Chinese students and parents. The Associate Dean provides leadership for the Chinese Student Services Office and advances administrative, governmental, and programmatic initiatives in alignment with the mission of Student Affairs and Duke Kunshan University.

学生事务副院长作为学生事务处领导团队的一员，将为学生事务院长提供有关中国学生和家长相关事宜的建议、指导、支持和协助。学生事务副院长将负责领导中国学生服务办公室，以学生事务处和昆山杜克大学的使命为指引，推动行政方面、政府工作方面和活动项目方面的工作进程。

Reports to 汇报对象:

Dean of Student Affairs

学生事务院长

Essential Duties 主要职责:

- Assist the Dean of Student Affairs in developing policies and procedures to appropriately serve Chinese students in conjunction with meeting the expectations of government requirements.
协助学生事务院长制定符合政府要求的政策和流程，为中国学生提供适当的服务。
- Provide high level leadership and management of the Chinese Student Services staff. Supervise direct reports and to create a multi-faceted and holistic approach to serving students.
为中国学生事务办公室的员工提供高水平的领导和管理。监督学生的直接报告，并创建一个全方位、多角度的学生服务工作制度。
- Communicate and appropriately implement MOE and JED regulations to ensure DKU is aligned with

all expectations to serve Chinese students.

及时沟通且执行教育部与江苏省教育厅的相关规定，以确保学校对于中国学生的工作领域进行全面覆盖。

- Serve as a liaison for International Student Services and attend local and/or governmental meetings related to policies and regulations involving international students.
作为国际学生事务的联络人，参加当地和/或政府有关国际学生政策和法规的会议。
- Responsible fiscal management of the budget in Chinese Student Services.
负责中国学生事务的财务预算管理。
- Serve as the point of contact for Chinese parents to address any questions, concerns or suggestions.
作为中国学生家长的联络人，就家长的问询、关切与建议进行解答。
- Oversee all aspects of military training, DKU Communist Youth League, Dang'an, Hukou, social practice, student mobility, and other strategic initiatives. Create and promote strategies and programs designed to positively impact the DKU experience for Chinese students.
负责中国学生军训、校团支部、档案、户口、社会实践、学生流动等其他战略规划等的全方位管理，创建和推广丰富中国学生学习体验的活动和项目。
- Be knowledgeable of best practices and trends in Student Affairs and Chinese/international higher education.
了解学生事务和中国/国际高等教育的最佳实践及趋势。
- Foster collaborations with counterparts in Student Affairs and Academic Affairs.
积极促进学生事务和学术事务方面的合作。
- Represent Student Affairs, as appropriate, in the community and in external meetings related to higher education in China.
代表学生事务部门酌情参加与中国高等教育相关的内外部会议。
- Lead internal and external committees and task forces on various initiatives as designated by the Dean of Students.
领导由学生事务院长指定的内外部项目委员会或任务小组。
- Serve as point person for community relations through programmatic initiatives, crisis management (on and off campus), and liaison with various campus/community groups that cross functional lines.
作为维护本地社区关系的关键联络人，进行纲领性的活动倡议、校内外危机管理，以及与其他各个校园、社区团体进行跨职能合作。
- Participate in the Student Affairs strategic planning process, ensuring consistency with and support of institutional strategic goals.

参与学生事务战略规划过程，确保其与学校战略目标的一致性和支持性。

- Other tasks as assigned.

其他指定的相关任务。

- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

随着大学规模的扩大和项目复杂性的增加，该岗位的工作职责将在范围和深度上继续扩大。

Required Qualifications 任职要求:

- Minimum of 10 years progressive experience in Student Affairs.

至少 10 年以上学生事务领域的相关工作经验。

- Master's degree in higher education, counseling, social work or a related area.

在高等教育、心理咨询、社会工作或相关领域拥有硕士学位。

- Demonstrated knowledge of and experience with the Chinese higher education system and familiarity with international higher education standards.

具备中国高等教育体系的知识和经验，熟悉国际高等教育标准。

- Demonstrated experience and ability to lead an area in Student Affairs.

具备在学生事务方面进行领导工作的经验和能力。

- Fluency in English and Chinese.

流利的中英文书面及口语能力。

- Intercultural competence and ability to embrace multicultural perspectives.

拥有跨文化交际能力和接受多元文化视角的能力。

- Effective interpersonal and communications skills, including the ability to convey information in accessible terms to a variety of audiences and to secure and/or provide information to clarify situations, resolve problems, and communicate policy decisions.

出色的人际交往能力和沟通技巧，包括向不同的受众准确及时传达信息，确保和/或提供信息以说明情况、解决问题，并沟通政策决策。

- Ability to form and maintain healthy, successful relationships with students and colleagues including skills in mentorship and conflict management.

拥有与学生和同事建立并保持健康、成功关系的技能，包括但不限于指导学生发展和冲突管理技能等。

- Ability to make data informed decisions and utilize a cycle of assessment and continuous improvement.

能够根据数据做出决策，并能够有效利用评估和持续改进相结合的良性循环工作模式。

Preferred Qualifications 优先任职要求:

- Doctorate in higher education, counseling, social work or a related area.
在高等教育、心理咨询、社会工作或相关领域拥有博士学位。
- Desire to work in a team-oriented, dynamic, fast-paced, diverse environment.
渴望在一个有团队精神、充满活力、快节奏、多元化的环境中工作。
- Commitment to supporting an innovative, intercultural learning community with students, faculty, and staff from multiple countries and cultures.
致力于支持来自多个国家和文化环境的学生与教职工所组成的创新和跨文化的学习社区。
- Assessment skills necessary to evaluate and improve programs.
拥有评估和改进项目活动的的能力。
- Experience in counseling, social work, or related setting.
拥有心理咨询、社会工作或相关工作经验。
- Excellent interpersonal and cross-cultural communications skills; excellent organization and planning skills.
拥有优秀的人际和跨文化沟通能力，优秀的组织和策划能力。
- Communicates effectively both verbally and in writing with contemporary technological skills including use of social media.
能够运用包括社交媒体在内的当代信息技术，进行口头及书面层面的有效沟通。

This position is based in Kunshan, China.

该岗位位于中国昆山。

Director of Research Support Office

科研管理办公室主任

Duke Kunshan University

昆山杜克大学

Job Description

岗位描述

Position Overview 岗位概述:

Duke Kunshan University seeks candidates for the Director of Research Support Office (RSO). The Office supports the grant activities of the research centers and instructional divisions/programs by assisting the preparation and submission of proposals to external sponsors and managing the received awards (i.e., grants and contracts). The RSO also manages the intellectual properties created by research activities and oversees the research-related compliance.

We are looking for an individual with extensive experience in research support and excellent communication skills. A strong customer service orientation is essential. Good organizational, management and analytical skills are required.

昆山杜克大学科研管理办公室负责协调、准备、提交科研项目申请书，管理科研经费，支持学校各个科研部门的相关活动，负责管理科研活动所涉及的知识产权，监督科研活动的合规性。科研管理办公室主任需要具备科研管理能力、良好的服务意识与沟通能力、组织能力、分析与解决问题能力。

Reports to 汇报对象:

Associate Dean for Research

昆山杜克大学科研副院长

Essential Duties 主要职责:

The Director of Research Support Office will work with a team of administrators – including the Associate Dean for Research, the Controller, the Director of Audit and Internal Compliance, the Senior Director of Development and Alumni Relations, and the Grant Managers of the academic units – to provide effective support for faculty to seek external funding and manage research activities by following the relevant laws and policies. The Director of Research Support Office also manages the intellectual properties created by research activities.

科研管理办公室主任将与学校管理团队合作，包括科研副院长、财务总监、审计和内部合规主任、发展与校友关系资深总监以及各个科研部门的科研秘书，积极为我校教师寻求外部资金，主持科研管理工作。科研管理办公室主任还将负责和管理科研活动涉及的知识产权等相关事宜。

Broadly, these duties include the following activities:

该岗位的相关职责包括以下多个方面：

- Seek external funding opportunities by closely engaging with external sponsors and donors.
与各级政府部门、项目赞助商和社会捐赠人保持密切联系，寻求外部科研资金。
- Manage the daily workload of RSO to meet required deadlines.
主持科研管理办公室的日常工作，保障科研项目的顺利执行。
- Review research proposals for compliance with sponsors guidelines and university policies.
审核科研项目申请书，确保其符合申请要求以及学校相关政策法规。
- Analyze the terms and conditions of awards and negotiate revisions.
审核科研项目合同的相关条款，并与资助方完成商务谈判。
- Monitor the finances and progresses of sponsored projects.
监督科研项目的资金使用和项目进度。
- Oversee compliance requirements for sponsored projects.
监督科研项目的合法合规性。
- Assist and coordinate the preparation of project reports for sponsors.
协助和支持科研项目负责人完成和递交项目报告。
- Maintain the databases required for reporting on university grant and research & development activities for sponsors and university officials.
收集和维持科研数据，包括校级科研项目、科研活动等相关数据。
- Work with the team to develop and present the RSO services and procedures to faculty and staff involved in sponsored research.
带领科研管理办公室团队，建立和维护科研管理办公室的运营条例以及相关程序。
- Create and update internal policies and guidelines related to research support.
创建和维护与科研相关的内部政策和指南。
- Identify, execute and protect the intellectual properties created by research activities.
维护和保护科研活动创造的知识产权。
- Provide training to faculty, staff and students on research-related policies and guidelines.
为教职员工和学生提供与科研相关的政策和流程培训。
- Serve on research-related committees within the university.

任职于校内与科研相关的委员会。

- Perform other duties as assigned.
完成其他被安排的工作。
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
随着学校规模的扩大和发展，其工作职责将做相应调整。

Required Qualifications 任职要求:

- Master degree required, a PhD degree preferred.
硕士学位，有博士学位者优先。
- Highly motivated personality and great passion on research support.
积极进取的个性和对科研管理工作的极大热情。
- Knowledgeable in research-related laws and policies.
熟悉与科研相关的法律和政策。
- Familiar with the management flows and systems in Chinese funding agencies.
熟悉中国科研相关部门或单位的政策法规和项目管理系统。
- Capable of managing and coordinating complex workflows to meet deadlines.
善于管理和协调复杂工作流程，并能在规定期限内完成相关任务。
- Excellent communication skills in an intellectual and cross-culture environment.
在高等教育与跨文化环境中具备出色的沟通技巧。
- Fluency in Mandarin, both spoken and written.
流利的普通话书面和口语表达能力。
- Fluency in English preferred.
英语流利者优先。
- More than 10 years of working experience on academic research or research support.
10 年以上学术研究或科研管理相关工作经验。
- Experience in hiring, directing and evaluating staff.
具有招聘、指导和绩效考核的经验。
- Experience in developing and presenting training programs.
具有制定和开展员工培训的管理经验。

Director of Academic Projects

学术项目主任

Duke Kunshan University

昆山杜克大学

Job Description

岗位描述

Position Overview 岗位概述:

Duke Kunshan University seeks candidates for the position of Director of Academic Projects. This position will be situated in the Office of Academic Affairs, and will provide the Vice-Chancellor for Academic Affairs with data analysis and interpretation of national policy and regulations on higher education as relevant to the university. In addition, the Director will work with other stakeholders on campus to facilitate compliance with relevant laws and regulations.

The successful candidate will have experience in institutional research and/or regulatory compliance in a Chinese institution of higher education, and will have the ability to work closely with other campus stakeholders in supporting DKU leadership. Good organizational and management skills, and facility in both Chinese and English, are required.

昆山杜克大学正在招聘学术项目主任。该职位隶属于学术事务办公室，为学术事务副校长提供数据分析和国家高等院校教育政策与法规解读。此外，学术项目主任需与校内其他工作人员合作，以确保各类活动符合相关法律法规要求。

学术项目主任需具备中国高等教育机构研究以及/或者监管合规方面经验，能与校内其他工作人员紧密合作，支持学校领导层工作，并具备出色的组织、管理能力以及优秀的中英文能力。

Reports to 汇报对象:

Vice-Chancellor for Academic Affairs

学术事务副校长

Essential Duties 主要职责:

The Director will work with other personnel in the Office of Academic Affairs, to support the VCAA in university compliance with, anticipation of and interpretation of national and provincial regulations and changes in those regulations.

学术项目主任将与学术事务办公室其他工作人员合作，支持学术事务副校长遵循、预测、解读国

家和省级的法律法规及其变化。

Broadly, these duties include the following activities:

具体包括以下职责：

- Provide the VCAA with interpretation of national and provincial laws and regulations relevant to the university, and in particular analysis of their effects upon the academic mission of the university.
为学术事务副校长提供大学事务相关的国家和省级法律法规的解读，尤其需要分析其对大学学术使命的影响。
- Work with other staff in the Office of Academic Affairs to develop planning frameworks for carrying out the academic mission of DKU in accordance with national and provincial legislation.
与学术事务办公室其他工作人员合作，根据国家和省级立法，为昆山杜克大学学术使命的进展制定框架。
- Work with staff in the Office of the Chancellors to support leadership in strategic planning.
与校长办公室的工作人员合作，支持领导制定的战略规划。
- Work with staff and faculty in the Undergraduate Office to provide data and analysis in support of DKU's innovative undergraduate program, particularly involving accreditation issues.
与本科生办公室的教职员工合作，提供数据和分析，以支持昆山杜克大学的本科生创新项目尤其是学位认证相关事宜。
- Provide support for curricular reviews in the undergraduate and graduate programs.
支持本科生及研究生课程审查。
- Act as a liaison to institutional research and regulatory compliance personnel at Wuhan University.
与武汉大学机构研究和监管合规人员密切协作。
- Act as a liaison with DKU's Research Support Office, providing data on compliance and research initiatives to the VCAA.
与大学科研管理办公室协作，向学术事务副校长提供有关合规性和研究计划的数据。
- Serve on relevant committees within the university.
支持学校相关部门工作。
- Perform other duties as assigned.
完成其他被安排的工作。
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
随着学校规模扩大，项目复杂性增加，该岗位工作职责范围和深度将继续扩大。

Required Qualifications 任职要求:

- Master's degree required. At least ten years relevant work experience in higher education required.
硕士以上学位，并拥有至少十年的高校任职经验。
- Experience in institutional research and/or regulatory compliance at a Chinese university.
具备中国大学教育机构研究以及/或者监管合规方面经验。
- Familiar with the overall higher education regulatory frameworks at national and provincial levels.
熟知国家和省级高等教育整体监管框架。
- Capable of interpretation and analysis of compliance frameworks in the context of Western curricula.
能够解释、分析西方课程背景下的合规框架。
- Capable of participating productively in complex cross-cultural education projects.
具备高效参与复杂的跨文化教育项目能力。
- Excellent communication skills in cross-cultural environments.
出色的跨文化沟通技巧。
- Fluency in Mandarin and English, both spoken and written.
良好的中英文口头和书面沟通能力。

Associate Director for Research and Lab Safety

科研和实验室安全副主任

Duke Kunshan University

昆山杜克大学

Job Description

岗位描述

Position Overview 岗位概述:

The Office of Occupational and Environmental Safety is created for the recognition, evaluation and control of factors in the workplace that may cause illness or injury, especially in academic contexts and research laboratories. The Associate Director for Research and Lab Safety will lead the effort in development and implementation of DKU Occupational and Environmental Safety programming, including setting up policies and safety protocols. The position-holder supports university adherence to occupational safety and health rules, regulations, policies and procedures, including compliance with health and industrial hygiene regulations at the local, provincial and central government level.

职业和环境安全办公室的成立是为了识别、评估和控制工作场所可能导致疾病或伤害的因素，特别是在学术环境和科研实验室。科研和实验室安全副主任将负责昆山杜克大学职业和环境安全项目的开发和实施，包括制定政策和安全协议。该岗位将帮助学校遵守职业安全和健康规则、条例、政策和流程，包括遵守地方、省和中央政府的健康和工业卫生条例。

Reports to 汇报对象:

Vice Chancellor for Academic Affairs

学术事务副校长

Essential Duties 主要职责:

- Develop, implement, coordinate, promote, and evaluate safety policies and programs encompassing environmental and occupational health and safety, biosafety, lab safety, waste management, hazardous materials management, etc.
制定、实施、协调、促进和评估安全政策和项目，包括环境和职业健康与安全、生物研究安全、实验室安全、废物管理、危险材料管理等。
- Develop and implement biosafety planning protocols, in coordination with researchers.

与科研人员合作，制定和实施生物研究安全规划方案。

- Develop and implement laboratory regular review and audit processes.

制定和实施实验室定期评审和审核流程。

- Work with RSO in developing mechanisms to ensure researchers are in compliance with the safety requirements of funding agencies.

与科研管理办公室合作，制定机制，确保科研人员符合资助机构的安全要求。

- Develop systems for handling chemical, biological and radiation wastes.

开发处理化学、生物和辐射废物的系统。

- Monitor and advise appropriate personnel of new regulations concerning environmental and occupational health and safety from central, provincial or local government that may impact the University.

关注中央、省或地方政府出台的可能对学校产生影响的、有关环境和职业健康与安全的新规定，并向相关人员提供建议。

- Develop and administer research and lab safety training programs for members of the university community in response to trends or problems identified or upon request; write articles for newsletters or safety flyers distributed to university community; conduct training workshops on safety and technical subjects.

为学校成员制定和管理科研和实验室安全培训项目，以应对发现的趋势或问题；为学校的刊物或安全传单撰写文章；举办安全及技术相关的培训工作坊。

- Develop methods, controls, and procedures to improve a safe research environment.

制定方法、控制和流程来提高科研环境的安全性。

- Provide assistance in the development and implementation of emergency response plans for the University.

协助学校制定和执行应急计划；

- Perform other duties as assigned.

完成其他被分配的工作。

- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

随着学校规模的扩大和项目复杂性的增加，学校员工的工作职责范围和工作内容的深度也将相应扩大。

Required Qualifications 任职要求:

- Master's degree, PhD degree preferred, in Occupational or Environmental Health and Safety, chemical, biological, radiological sciences or related field, with seven to ten years of demonstrated experience in environmental safety, occupational health, research safety, radiation, biosafety, chemical safety, or industrial hygiene in a complex research organization.

硕士学历，优先考虑博士学历的候选人，职业或环境健康与安全，化学，生物，辐射科学或相关领域，有 7-10 年的环境安全，职业健康，科研安全，辐射，生物安全，化学安全相关工作经验，或在综合性科研机构中从事工业卫生工作的经验。

- Strong working relationships with faculty, students and other researchers.
能够与与教员、学生和其他科研人员保持良好的工作关系。
- Ability to interpret and advance the effective administration of research safety programs, based upon a deep knowledge of central government, provincial and local laws and regulations, as well as standards and regulations promulgated by various funding agencies.

在深入了解中央政府、省级和地方法律法规以及各资助机构颁布的标准法规的基础上，具备解读和推进科研安全项目有效管理的能力。

- A high degree of integrity; results orientation in personal and professional initiatives; ability to effectively drive changes.
高度诚信， 结果导向，工作积极主动，能够有效地推动改革。
- Excellent interpersonal and communication skills both in written and oral forms with a variety of constituencies. The ability to work in a diverse cultural setting.
优秀的书面和口头沟通能力，能够在不同文化背景下工作。