

岗位说明：校务助理

Job Description: School Affairs Assistant

岗位概述

该职位需深入理解国际学校的运作模式，熟悉国内外课程体系，并具备卓越的跨文化沟通能力。在教学支持、沟通与协调等方面发挥重要作用，助力学校打造高质量的国际化教育环境。

Position Overview

This role requires a deep understanding of international school operations, familiarity with both domestic and international curricula, and exceptional cross-cultural communication skills. The position plays a vital role in supporting teaching, communication, and coordination efforts, contributing to the development of a high-quality international educational environment.

岗位职责

1. 支持领导日常工作

- 协助领导处理学校日常事务，统筹安排校长的日程，协调各部门工作，确保信息流畅传递；
- 组织和协调各类会议，起草会议纪要，并跟进落实相关决策。

2. 沟通与协调

- 作为与管理层、教学团队、及外部机构之间的沟通桥梁，促进对内对外合作与交流；
- 负责双语沟通与翻译，包括会议口译、文件翻译及公文撰写。

3. 课程与教学支持

- 熟悉 IB 等国际课程体系及国家课程；
- 积极收集并引进国内及国际教育领域前沿的教育教学成果，促进提升教师队伍专业化水准和教学创新；
- 协助相关教学项目的落地。

4. 主动学习与创新发展

- 关注全球教育动态，主动学习创新教育理念；

- 参与教育研讨，不断提升自身专业水平。

5、领导交办的其他事务

Key Responsibilities

1. Administrative Support to Leadership

- Assist school leadership with daily administrative tasks, manage the principal's schedule, and coordinate across departments to ensure smooth information flow.
- Organize and coordinate various meetings, draft meeting minutes, and follow up on decisions and action items.

2. Communication and Coordination

- Act as a communication bridge between the leadership team, academic staff, and external organizations, facilitating both internal and external collaboration.
- Responsible for bilingual communication and translation, including simultaneous interpretation during meetings, document translation, and drafting official communications in both English and Chinese.

3. Curriculum and Instructional Support

- Familiar with international curricula such as the IB, as well as the national curriculum.
- Proactively research and introduce cutting-edge educational practices from both domestic and global contexts to support professional development and foster innovation among teaching staff.
- Assist in the implementation of academic projects and programs.

4. Continuous Learning and Innovation

- Stay informed on global education trends and actively seek out innovative educational philosophies and practices.
- Participate in educational seminars and conferences to continuously enhance professional skills.

5. Other Duties as Assigned by Leadership

任职要求

1. 教育背景与经验

- 本科及以上学历，教育学、英语、国际关系等相关专业；
- 具备国际学校工作经验者优先，熟悉 IB 课程体系及中国国家课程体系；
- 具备中英双语环境下的教学或行政支持经验，了解国际教育行业运作模式。

2. 语言及沟通能力

- 中英文精通，能够进行高水平的口译与笔译，胜任跨文化沟通需求；
- 具备优秀的书面表达能力，能够撰写高质量的双语文案、政策文件；

3. 个人素质与能力

- 思维敏捷，善于组织协调，能够高效处理多项任务；
- 具备较强的执行力和责任感，能够独立完成任务并推动项目落地；
- 适应国际化、多元文化环境，具备团队合作精神；
- 主动学习，抗压能力强，具备创新思维，愿意不断提升自身专业能力；
- 熟练使用各类办公软件，具备优秀的数据分析能力。

Qualifications

1. Education and Experience

- Bachelor's degree or higher in Education, English, International Relations, or related fields.
- Prior experience in an international school setting is preferred; familiarity with the IB curriculum and China's national curriculum is a plus.
- Experience in bilingual (Chinese-English) educational or administrative support roles; a solid understanding of international education systems is essential.

2. Language and Communication Skills

- Proficiency in both Chinese and English, with strong interpreting and translation skills to support cross-cultural communication.
- Excellent written communication skills, capable of producing high-quality bilingual documents, reports, and policy drafts.

3. Personal Attributes and Abilities

- Quick thinker with strong organizational and coordination skills; able to manage multiple tasks efficiently.
- High level of execution and sense of responsibility; capable of working independently and driving project implementation.
- Adaptable to international and multicultural environments with a strong team spirit.
- Self-motivated, resilient under pressure, innovative, and committed to ongoing professional growth.
- Proficient in office software and skilled in data analysis.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.