

北京乐成国际学校

职位说明

Job Description

Beijing City International School

职位：公共事务专员

TITLE: Public Affairs Officer

任职资格 QUALIFICATIONS:

1. 学士学位以上学历，主修行政管理或英语专业
Bachelor degree or above majoring in Administration management or English.
2. 至少三年政府事务相关工作经验，有教育行业从业经验及学籍管理经验优先
Minimum 3 years relevant working experience in government affairs, education industry experience and student ID registration is preferred.
3. 热衷于行政管理事业，有教育行业从业经验优先，通过内部培训能够独立的指导并完成相关工作
Be passionate about administration work, education industry experience is preferred. Be able to guide and complete the related work independently though internal training.
4. 很好的耐心，以结果为导向，良好的团队协作能力
Good patience, strong objective oriented, good team player.
5. 很强的解决问题的能力及紧急事件处理能力
Good problem solving and emergency handling abilities.
6. 处理事务井井有条，责任感强，保密意识高，适应压力下工作
Organized, high sense of responsibility and confidentiality, able to work under stress.
7. 中英文流利，熟悉电脑操作
Good command of English and Chinese, Good Knowledge of PC software.

汇报对象：公共事务部副总监

REPORTS TO: Deputy Public Affairs Director

RESPONSIBILITIES: 岗位职责:

政府工作 Government Work

1) 响应政府监管部门的通知，参加会议，包括朝阳区教委，朝阳区招生考试中心

Respond to government notice from government regulators and attends the meeting if necessary, including Chaoyang education commission, Chaoyang recruitment and examination authority.

2) 按照各政府部门要求，协调学校内部资源，完成各类报告

Coordinate internal resources to submit various reports per the demands of different government offices.

3) 根据政府和学校内部的时间安排，指导并完成招生和学籍管理工作

Directing and fulfilling the admission and student registry tasks according to the government and BCIS timelines and requirements.

4) 对接政府部门和外部相关机构，应对来访、检查、偶发事件等，支持校园应急响应。

Interface with various government offices, regarding visits, inspections, and incidents. support campus emergency response.

5) 政府相关系统维护，包括学生相关、员工相关和其他业务类系统维护

Government related system maintenance including but not limited student related system, employee related systems and other function related systems.

证照管理 Licenses Management

负责学校和研究院开办执照类证照更新、年审和延期工作。确保各类证照存档完备、更新及时、汇报完整。

Be responsible for key licenses and certificates of BCIS&YERI renewal as well as the achieve management of all school related licenses and certificates, be responsible for making sure that school related licenses and certificates are under valid status as well as recording all licenses and certificates for its status.

学生保险/ Student insurance

为符合条件的学生办理一老一小大病医疗保险及年度续缴；配合家长和街道办理保险迁移手续；回答家长疑问。为 BCIS 在校生办理校方责任险，并协助相关沟通事宜。

Process students` medical insurance for qualified T-G12 students and also annual renewal; cooperate with sub-street office or parents for insurance transference; Q&A. Process annual school liability insurance for T-G12 students, coordinate external communication.

教材/ Textbooks

联系学部秘书发送各学部教室安排；联系 PM 分发、回收教材；沟通教材费审计工作；为学校申请公用经费。协助学校相关审查。

Email ES/SS secretaries for specific classroom list for textbook distribution; contact PM to distribute new textbooks and recall old books; be a liaison about audit of textbook fee with government. Assist with books screening and inspections

工会/ Labor union

定期开展工会换届选举，更新工会会员；向教委上报年度工会信息；开展工会日常工作。

Process general election of labor union and update labor union members; report annual information of labor union to Chaoyang Education Commission; responsible for carrying out daily labor union work.

领导交付的其他任务/Others

Perform any other duties assigned by leaders.

EVALUATION: Performance of this job will be evaluated by PA Assistant Manager in accordance with Board Policies and Protocols.

评估：该职位的表现将由公共事务部经理按照董事会政策和程序进行评估。

NOTE: The above job description reflects the general requirements necessary to describe principle 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.

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。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。