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# Academic Program Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Provide administrative and logistical support to students and academic programs. Serve as an information source in such areas as policies, procedures, activities and programs involving campus life.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: students, parents, staff and faculty.

**KEY RESPONSIBILITIES:**

- Respond to inquiries from students (in person, phone, email and social media) regarding a variety of issues such as visa, arrival procedures, lodging, tuition and fee payment, banking, telecom, transportation etc.; refer to other areas as appropriate.
- Coordinate student related services and activities with Georgia Tech or Tianjin University as needed.
- Generate reports related to student activities and educational outcomes.
- Assist students in case of illness or emergency.
- Update student records and files.
- Ensure classrooms and A/V equipment are in good working order.
- Assist with hiring, training, supervising, and evaluating student assistants.
- Perform general clerical duties such as preparing mass mailings and maintaining office supplies.
- Perform other related duties as assigned.

**EDUCATION & EXPERIENCE:**

- Educational Requirement: Bachelor's Degree.
- Required experience: Not applicable.
- Preference is given to those who have demonstrated knowledge or experience with US and China educational systems and cultures

**BILINGUAL LANGUAGE SKILLS:**

This position requires direct communication with international students, faculty members and administrators. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Student Recruitment & Marketing Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Implement GTSI's student recruitment marketing strategy in collaboration with colleagues in academic support and publicity areas. Produce appropriate marketing tools to attract prospective students from both China and abroad. Generate leads and convert them into applicants and enrolled students.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: students, parents, faculty, staff, other academic institutions or organizations.

## **KEY RESPONSIBILITIES:**

- Work with academic programs, communication and marketing colleagues at GTSI and in Atlanta to produce effective online and offline recruitment tools and materials.
- Update sections of the GTSI website that are relevant to prospective students.
- Coordinate online and offline recruitment events.
- Maintain relationship with partner organizations, visit them and deliver presentations.
- Coordinate visits from prospective students and parents.
- Correspond with prospective students and answer their questions about the programs.
- Create a database of prospective students while ensuring security of the information.
- Produce reports and analyze marketing metrics, trends, and recruitment progress.
- Keep abreast of new marketing techniques that will appeal to the target audience.
- Perform other duties as assigned.

## **EDUCATION & EXPERIENCE:**

- Educational requirement: Bachelor's Degree.
- Required experience: At least one year of job-related experience.

## **BILINGUAL LANGUAGE SKILLS:**

Proficiency in Chinese and English communication (reading, writing, and speaking) is required. This position requires a high level of computer skills and the ability to develop and deliver presentations. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Faculty Support Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Provides a wide range of general administrative support services to assigned faculty members.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: assigned faculty members and other staff members in administration and finance function areas.

## **KEY RESPONSIBILITIES:**

- Process correspondence, reports, and other documentation for faculty.
- Plan meetings and events for faculty to include scheduling, reservations, logistical arrangements, etc.
- Photocopy or scan class materials as requested by faculty.
- Prepare and submit materials, supplies, and equipment orders for faculty.
- Make travel arrangements for faculty.
- Assist faculty to prepare travel reimbursement paperwork; faculty are responsible for obtaining the necessary receipts.
- Assist faculty to track expenditures in their institute accounts.
- Perform other related duties as assigned.

## **EDUCATION & EXPERIENCE:**

- Educational Requirement: Bachelor's Degree.
- Required experience: Not applicable.
- Preference is given to those who have demonstrated knowledge or experience with US and China educational systems and cultures

## **BILINGUAL LANGUAGE SKILLS:**

GTSI is an international community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required for this position. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Professional Education Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Conduct outreach activities and provide administrative and logistical support to GTSI professional education programs.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: instructors, professional education students, and relevant offices at Georgia Tech.

## **KEY RESPONSIBILITIES:**

- Prepare and assemble promotional materials for GTSI professional education programs.
- Coordinate online and offline outreach events to recruit students to the programs.
- Correspond with prospective students and answer their questions about the programs.
- Maintain relationship with partner organizations, visit them and deliver presentations.
- Respond to inquiries from professional education students (in person, phone, email and social media) regarding a variety of issues such as registration, payment, certificate, etc.
- Update student records and files.
- Coordinate with relevant offices at Georgia Tech as needed.
- Perform other related duties as assigned.

## **EDUCATION & EXPERIENCE:**

- Educational Requirement: Bachelor's Degree.
- Required experience: At least one year of job-related experience.

## **BILINGUAL LANGUAGE SKILLS:**

GTSI is an international community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Coordinator, Office of Dual-degree Management

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:**

Provide administrative, logistical and academic support to students enrolled in both Tianjin University and Georgia Tech graduate degree programs. Serve as an information source in such areas as policies, procedures, degree requirements and thesis research.

**IMPACT & INFLUENCE:**

This position will interact on a consistent basis with: students, Tianjin University administration and thesis advisors, industry mentors in Shenzhen and elsewhere.

**KEY RESPONSIBILITIES:**

- Coordinate with Tianjin University personnel to support dual-degree students with their education and research activities beyond their Georgia Tech academic studies.
- Travel to Tianjin from time to time to provide in-person administrative and logistical support to dual-degree students who have returned to Tianjin University after they have completed a period of study in the Georgia Tech - Shenzhen program.
- Assist students in case of illness or emergency.
- Generate reports related to student activities and educational outcomes.
- Take part in hiring, training, supervising, and evaluating student assistants.
- Coordinate online and offline student recruitment events. Provide academic counseling to potential students and respond to their inquiries.
- Perform other duties as assigned.

**EDUCATION & EXPERIENCE:**

- Educational Requirement: Master's Degree
- Required experience: Not applicable.
- Preference is given to those who have demonstrated knowledge or experience with graduate education or graduate student affairs in China.

**KNOWLEDGE, SKILLS & ABILITIES:**

Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Procurement Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Coordinate GTSI procurement and contracting activities. Process purchase requests and identify process improvements and cost savings opportunities.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: faculty, staff, students, and vendors.

## **KEY RESPONSIBILITIES:**

- Identify, analyze, and communicate information regarding prospective vendors.
- Prepare and negotiate Request For Proposals (RFP), Request for Quotes (RFQ), and Invitation to Bids with vendors for efficient delivery of products and services.
- Plan and coordinate pre-bid meetings, prepare meeting documents, review bid packets for accuracy and completeness, and facilitate the evaluation of each bid.
- Take actions as required to finalize contracts in a timely fashion, ensure that contracted vendors are approved to provide service.
- Administer contracts, leases and agreements issued to vendors and contractors.
- Review and process purchase requisitions.
- Identify, research, and resolve problems relating to purchasing issues.
- Verify and input vendor data into the system, develop reports to track vendors and category spending.
- Communicate with departments to verify that work performed is in accordance with contract specifications; monitor the progress of the contract.
- Perform other related duties as assigned.

## **EDUCATION & EXPERIENCE:**

- Educational requirement: Bachelor's Degree
- Required experience: At least one year of job-related experience.

## **BILINGUAL LANGUAGE SKILLS:**

This position requires direct communication with English-speaking members of the campus community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Sustainability Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:**

Responsible for advancing the sustainability goals of GTSI while serving as the main point of contact for sustainability-related topics with the campus community and external stakeholders.

**IMPACT & INFLUENCE:** This position will interact on a regular basis with faculty, staff, students and vendors associated with the GTSI campus sustainability initiatives, and the greater community.

**KEY RESPONSIBILITIES:**

- Collaborate with the GTSI leadership and the campus-wide Sustainability Committee to implement sustainability strategies of GTSI.
- Promote sustainability education initiatives and activities to help the GTSI campus community understand issues related to environmental stewardship and sustainability.
- Monitor and track sustainability indicators, such as energy usage, water usage, waste generation, and recycling.
- Organize the annual GTSI Sustainability Fair/Showcase.
- Serve as a liaison between GTSI and community wide sustainability programs.
- Engages in continuing education opportunities by attending professional development seminars, self-directed professional reading and participating in industry interest groups.
- Support GTSI's sustainability communications through the creation of outreach and engagement materials such as website, social media, brochures, newsletters, etc.
- Draft the annual GTSI sustainability report.
- Assist with the sustainability planning efforts for the GTSI permanent campus such as urban agriculture, composting and waste processing.
- Perform other related duties as assigned.

**EDUCATION & EXPERIENCE:**

- Educational requirement: Bachelor's degree in sustainability, environmental science, health science, engineering or another related discipline.
- Required experience: Two (2) years of experience working on environmental, sustainability, conservation or energy-related programming or policy work and experience in developing and implementing programs and projects within an organization.

**KNOWLEDGE, SKILLS & ABILITIES:**

This position requires direct communication with English-speaking members of the campus

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community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# Coordinator, Office of Finance & Assets Management

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:** Perform basic accounting related duties in support of the Institute's accounting functions.

**IMPACT & INFLUENCE:** This position will interact on a consistent basis with: faculty, staff, students, vendors.

**KEY RESPONSIBILITIES:**

- Review the document and process of payment; compile and verify accuracy and validity of accounting data; resolve discrepancies.
- Prepare reconciliations of various financial data.
- Participate in budget preparation, collection, amendment and analysis.
- Participate in asset management and prepare asset reports as needed.
- Assist in conducting operational reviews to determine compliance with applicable policies and procedures, as well as legal requirements.
- Assist in evaluating the adequacy of internal controls and make recommendations for revision as required.
- Provide information, documentation, and answers to external audit requests.
- Assist with the preparation of financial schedules and reports.
- Perform other related duties as assigned.

**EDUCATION & EXPERIENCE:**

- Educational Requirement: Bachelor's degree in Accounting, Business, Finance, or related field.
- Required experience: At least two years of job-related experiences.

**BILINGUAL LANGUAGE SKILLS:**

This position requires direct communication with English-speaking members of the campus community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

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# IT Maintenance Coordinator

**LOCATION:** Shenzhen, China

**SALARY:** Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

**JOB PURPOSE:**

Ensure the stability and security of GTSI network services and manage server resources and systems in the computer labs.

**IMPACT & INFLUENCE:**

This position will interact on a consistent basis with faculty, staff, students and vendors.

**KEY RESPONSIBILITIES:**

- Deploy, monitor, and maintain LANs, WANs, and wireless networks, including firewalls, servers, routers, switches, UPSs, and other hardware.
- Monitor and test network performance and provide network performance statistics and reports.
- Create and maintain documentation as it relates to network configuration, network mapping, processes, and service records.
- Oversee installation, configuration, maintenance, and troubleshooting of network, server system, end user workstation hardware, software, and peripheral devices.
- Oversee new and existing equipment, hardware, and software upgrades.
- Perform data back-up and disaster recovery operations.
- Participate in managing all network security solutions.
- Perform other related duties as assigned.

**EDUCATION & EXPERIENCE:**

- Educational requirement: Bachelor's degree in a relevant field such as computer science, computer information systems, etc., or equivalent combination of education, training, and experience.
- Required experience: At least two years of job-related experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

Specialized Skills: Strong knowledge of wired and wireless networks, protocols, server architecture, system administration, and security.

**BILINGUAL LANGUAGE SKILLS:**

This position requires direct communication with English-speaking members of the campus community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

# 合作项目专员

## 工作地点 LOCATION:

中国深圳

## 薪酬标准 SALARY:

按照学院薪酬体系，为应聘者提供与其能力和资历相匹配的、具有市场竞争力的薪酬。

## 工作目标 JOB PURPOSE:

协助和支持 GTSI 国内合作项目开展，积极拓展项目资源和渠道。该职位将与 GTSI 员工，天津大学，佐治亚理工学院，企业和工业园区进行持续的互动。

## 主要职责 KEY RESPONSIBILITIES:

- 负责学院国内合作项目的日常管理与服务工作，包括但不限于合同签订、项目执行、知识产权管理、结题验收以及活动组织与保障等；
- 收集、整理、分析国内合作项目信息与资源，挖掘合作需求；
- 组织开展国内合作项目推广活动，积极开发、拓展合作项目；
- 定期开展国内企业、产业园区调研，了解市场需求，维护合作关系。

## 教育和经验 EDUCATION & EXPERIENCE:

- 学历要求：本科学历及以上
- 经验要求：两年以上相关工作经验

## 基本知识、技能和能力要求 KNOWLEDGE, SKILLS & ABILITIES:

- 具有良好的人际交往、沟通表达以及团队协作能力，善于学习、思考，认真负责、积极主动。
- 能熟练使用英文交流者优先。

# 校园规划建设管理（高级）专员

## 工作地点 LOCATION:

中国深圳

## 薪酬标准 SALARY:

按照学院薪酬体系，为应聘者提供与其能力和资历相匹配的、具有市场竞争力的薪酬。

## 工作目标 JOB PURPOSE:

协助完成校园各类基本建设项目的施工管理工作，配合完成办公室的日常行政工作。该职位主要对接：施工管理人员，监理工程师，设计师，政府部门等。

## 主要职责 KEY RESPONSIBILITIES:

- 协助完成校园各类基本建设项目的施工管理工作，重点关注施工过程中的质量控制，包括但不限于施工管理、竣工验收、项目交接等；
- 协助完成办公室的日常行政工作，包括但不限于校园建设相关的会议和活动组织（含考察调研等）、会议文件准备，合同起草，公文及会议纪要撰写，PPT制作和展示等；
- 配合完成办公室的其他日常工作；
- 负责办理上级交办的其他工作。

## 教育和经验 EDUCATION & EXPERIENCE:

- 学历要求：本科学历及以上，建筑工程或其他相关专业
- 经验要求：有建筑工程项目管理相关经验，有校园建设工程经验优先，电气专业优先。

## 基本知识、技能和能力要求 KNOWLEDGE, SKILLS & ABILITIES:

- 具备建筑工程项目管理相关的知识和能力；
- 熟练运用与工作相关的计算机应用和程序（如 Office 系列、AutoCAD 等）；
- 具有较强的沟通能力，能够恰当的处理内外部关系；
- 能熟练使用英文交流者优先。

# 综合事务专员（国内事务）

## 工作地点 LOCATION:

中国深圳

## 薪酬标准 SALARY:

按照学院薪酬体系，为应聘者提供与其能力和资历相匹配的、具有市场竞争力的薪酬。

## 工作目标 JOB PURPOSE

负责学院办公室中文公文写作、编辑及行政事务处理。

## 主要职责 KEY RESPONSIBILITIES

- 负责综合类文字工作，包括起草、撰写学院工作计划、工作进展、工作总结、年鉴、请示、报告等；
- 起草、发布学院综合类通知、公告，包括放假通知、值班安排等；
- 协助研究、制定学院行政事务管理办法、工作指南等；
- 对接法律顾问和学院其他部门，协助办理学院法律政策合规事宜；
- 协助各类文字材料的整理和归档工作；
- 完成领导交办其他工作任务。

## 教育和经验 EDUCATION & EXPERIENCE

- 学历要求：全日制本科学历及以上，专业不限；
- 经验要求：有三年及以上文字工作经验，有高校或其他行政事业单位工作经验优先。

## 基本知识、技能和能力要求 KNOWLEDGE, SKILLS & ABILITIES

- 具备出色的中文公文写作能力；
- 具有较强的统筹协调和沟通能力；
- 能熟练使用英文者优先。

应聘者需提供两份近期公文写作样本供参考。