

## 留学生勤工助学岗位职责及聘用办法

### **Duties and Selections of Part-time Job Position for International Students**

根据《学校招收和培养国际学生管理办法》（中华人民共和国教育部、中华人民共和国外交部、中华人民共和国公安部令第 42 号）第三十条的规定，为推进我校教育国际化，昆明学院为国际学院专设两个留学生勤工助学岗位，岗位职责及聘用办法如下。

In accordance with *Article 30 of the Regulations on the Administration of Recruitment and Training of International Students in Schools (Decree No. 42 of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security of the People's Republic of China)*, in order to promote the internationalization of the Kunming University, Kunming University has set up two special positions for international students. The duties and selections are hereinafter:

#### 一. 岗位职责

##### **I. Job Duties**

1. 课余时间在办公室值班，协助处理与留学生有关的工作；

Being on duty in the office after class to assist in dealing with the work related to international students;

2. 协助有关部门处理留学生突发事件（如突发疾病、突发交通事故、学生冲突等）；

Assisting relevant departments in dealing with emergencies of international students (e.g. sudden diseases, sudden traffic accidents, student conflicts, etc.);

3. 协助管理留学生宿舍及小厨房，及时说服、制止有违管理规定的事情，并在事后向有关部门报告；在劝住无效且不立即处理将带来严重后果时，及时向有关部门报告，并协助处理；

Assisting in the management of dormitories and kitchens for international students, timely persuading and stopping violations of management regulations, and reporting to relevant departments afterwards; timely reporting to relevant departments and assisting further when persuading invalid and when serious consequences may occur;

4. 协助国际学院完成涉及留学生的体检、外事等工作；

Assisting the School of International Education to complete the physical examination and foreign affairs related to international students;

5. 协助组织留学生活动；

Assisting in organizing activities for international students;

6. 协助做好校方与留学生之间的沟通工作；

Assisting in the communication between the University and international students;

7. 完成国际学院交办的其他工作。

Completing other tasks assigned by the School of International Education.

## 二. 聘用条件

### II. Conditions of Selection

1. 遵守中国法律和学校的校纪校规；

Obey Chinese laws and School's regulations;

2. 具有较强的英语及汉语沟通能力；

Be proficient in both English and Chinese and have good competence in both Chinese and English communication;

3. 能熟练使用电脑

Be proficient in using computers;

4. 有很好的自我约束能力，在留学生群体中有一定的领导力；

Have good self-restraint ability, and have certain leadership in the group of International Students;

5. 没有不及格情况。

There are no failures in academic records.

## 三. 申请办法

### III. Application

按照国际学院的通知，向国际学院办公室提出，并根据办公室要求提供有关材料。

In accordance with the notice of the School of International Education, the application form and other materials concerned should be submitted to the Office 2209 of the School of International Education.