**Position available: Assistant Director (Global Partnerships)**

Zhejiang University (ZJU) is a leading higher education institution in China, as well as one of its oldest. Ranked 45th in the world (QS Rankings 2022), ZJU is internationally recognized for the quality of its research and academic excellence. Drawing upon a comprehensive spectrum of disciplines, the University is dedicated to advancing knowledge, addressing pressing societal needs and contributing to a sustainable future. The University is headquartered in Hangzhou, the capital of East China’s Zhejiang province and one of China’s most picturesque cities. Where history meets modernity, the city is home to World Heritage Sites such as West Lake and the Grand Canal as well as e-commerce giant Alibaba. As the host city of G20 Summit in 2016 and 2022 Asian Games, Hangzhou is among top five most popular Chinese cities for foreigners.

The Office of Global Engagement implements [Zhejiang University](https://www.zju.edu.cn/english/)’s international strategies, facilitates international exchange and cooperation and promotes ZJU globally. We develop and promote global partnerships that advance ZJU’s strategic goals for internationalization. To support the Office’s further development, we’re now seeking to appoint an Assistant Director (Global Partnerships). This position will be assisting the Director in shaping ZJU’s global partnership initiatives in support of its strategic priorities.

**Job Title:** Assistant Director (Global Partnerships)

**Job Type:** Full-time

**Affiliation:** Office of Global Engagement, Zhejiang University

**Location:** Hangzhou, China

**Hiring Number:** 1

DUTIES & RESPONSIBILITIES

1. Support the Director in strategic and operational leadership in shaping and delivering the University’s global engagement agenda, working closely with the Colleges/Schools and other administrative units

2. Develop and maintain successful international partnerships with a variety of institutions, organizations and businesses

3. Develop and coordinate initiatives, events and programs which facilitate international collaboration and help to raise the University’s global profile and visibility

4. Identify opportunities and risks for the University in terms of global partnerships

MINIMUM REQUIREMENTS

* Master’s Degree or above (Bachelor’s degree with extensive related experience will also be considered)
* Native English fluency, excellent communication skills both oral and written
* Three years of experience of working in higher education in an administrative or management (or academic-related) role
* Good knowledge of issues relating to global higher education.

DESIRED EXPERIENCE

* Experience managing complex international educational and research partnerships
* Excellent organizational and events management skills
* Strong cross-cultural competence and ability to thrive in new environments
* Strong drafting, editing and analytical skills
* Conversational in Chinese would be a plus

SALARY & BENEFIT

* Commensurate with Qualifications

TO APPLY

* Resume / CV and cover letter (in English); Send by email to: ai\_ni@zju.edu.cn
* Application deadline: until the position is filled