Institute	Posts	Recruiting Numbers	Educational Requirements	Job Responsibilities
WelTec	Digital Media Arts Professional Teachers	2	Doctorate degree (PhD/DA) (Digital media, Visual Communication, and related majors) Exceptional master's candidates may be considered.	1.Ability to teach core courses of digital media art in both languages and provide extracurricular tutoring and teaching for students; 2. Responsibility for writing English teaching syllabi, talent development plans, teaching designs, and related academic materials, as well as undertaking translation, student Q&A, and cross-cultural communication coordination during foreign professor classes; 3.Possessing a solid theoretical foundation and practical teaching ability in design, proficient in design tools and techniques (such as Figma, Adobe XD, Sketch, etc.); 4.Possessing project development and artistic expression skills, with complete experience in game works and VR/AR application project development; 5.Completing other tasks assigned by the institute.
	Animation Professional Teachers	2	Doctorate degree (PhD/DA) (Animation, Film, and Television Production, and related majors) Exceptional master's candidates may be considered.	1. Teaching core courses in animation major, with the language ability to independently conduct bilingual teaching; 2. Responsibility for writing English teaching syllabi, talent development plans, teaching designs, and related academic materials, as well as undertaking translation, student Q&A, and cross-cultural communication coordination during foreign professor classes; 3. Possessing a solid theoretical foundation and practical teaching ability in animation, capable of undertaking theoretical courses and software operation courses in animation major; 4. Being proficient in the entire process of creating 2D or 3D animations, able to systematically teach theoretical courses; 5. Completing other tasks assigned by the institute.

	Data Science and Big Data Professional Teacher	1	Doctorate degree (Computer Science and Technology, Data Science, Software Engineering, Artificial Intelligence, Big Data Technology, and related majors) Exceptional master's candidates may be considered.	1.Being capable of bilingual teaching of computer courses and able to design all English teaching materials in conjunction with professional content; 2. Being proficient in technical tools such as database development, ETL, data warehousing, virtual reality, etc., able to guide students in competitions or project development; 3. Responsibility for writing English teaching syllabi, talent development plans, teaching designs, and related academic materials, as well as undertaking translation, student Q&A, and cross-cultural communication coordination during foreign professor classes; 4.Completing other tasks assigned by the institute.
	Academic English Teachers	2	Master's degree or above (English Language and Literature, Foreign Language Education, English Translation, Linguistics, and related majors) TEM-8 or IELTS 6.5+	1.Undertaking academic English teaching tasks, including course teaching, student extracurricular tutoring and Q&A, and teaching related extracurricular activities; 2.Responsibility for writing the English course syllabus, teaching calendar, and related academic materials; 3. Being responsible for guiding students to prepare relevant materials for studying abroad; 4. Completing other tasks assigned by the institute.
	Counselor	1	Master's degree or above (Computer-related majors; Digital Media, Animation and other Art-related majors; and Education-related majors)	1. Assisting in the relevant work of the Youth League Committee; handling daily affairs of students; well managing WeChat official account, etc.; 2.Being responsible for coordinating and liaising with foreign parties on student affairs related work; 3.Being responsible for organizing summer and winter camps; 4. Being responsible for the construction and management of the student cadre team; 5.Organizing cultural activities in student dormitories and participate in dormitory

				management 6.Completing other tasks assigned by the institute.
	Comprehen-sive Office Staff	1	Master's degree or above (Computer-related majors; Digital Media, Animation and other Art-related majors; and Education-related majors)	1.Assisting the office director in handling daily administrative affairs of the college, including daily reception, website construction and management, information platform construction, etc; 2. Assisting in handling the financial work of the college; 3.Drafting, executing, managing, and archiving relevant documents; 4.Completing other tasks assigned by the institute.
	Teaching Office Secretary	1	Master's degree or above (Computer-related majors)	1.Assisting in the recruitment of undergraduate students; 2. Being responsible for handling the daily teaching management of undergraduate students in related majors; 3.Preparing materials related to online courses; 4. Completing various teaching related tasks, including data analysis reporting, thesis archiving, etc; 5. Assisting in handling communication and teaching arrangements with foreign parties; coordinating with the Teaching Department, other colleges' professional courses, and experimental teaching; 6. Completing other tasks assigned by the institute.