附件1：

**湖州师范学院留学生联合会岗位设置**

Enclosure 1 :

     The post setting of Foreign Student Association of Huzhou University

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| --- | --- | --- | --- |
| **部门**  **Department** | **职位**  **Position** | **招新人数**  **Recruitment number** | **岗位职责**  **Post duties** |
| 主席团  Presidium | 主席  President | 1 | 负责主持留学生会的全面工作，积极与各部门联系，参与学校有关学生事务的管理，维护学生权益。  Be responsible for overall work of Foreign Student Association, contact each department actively, take charge of students' affairs and safeguard the rights and interests of students. |
| 副主席  Vice President | 4 |
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| 办公室  Office | 主任  Director | 1 | 配合主席团，负责留学生会的日常工作、各类制度的草拟、初审；负责留学生会各类信息的上下传达；负责与中国学生会相关部门的联系与沟通。负责学生干部的考核  Cooperate with the presidium, be responsible for daily work of the Foreign Student Association, the draft and initial examination of all kinds of systems. Be responsible for the transmission of all kinds of information of Foreign Student Association, and communication with the relevant departments of the International Student Association and assessment of student cadres. |
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| 体育部  Sports department | 部长  The minister | 1 | 组织开展体育类活动，组织好足球队和篮球队……  Organize the sports activities, the football team and the basketball team and so on. |
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| 学研部  Study department | 部长  The minister | 1 | 对各班级进行课堂情况考勤，不定时检查班级的课堂情况（旷课、请假等）并记录检查结果，上报学校。组织开展各类学科型比赛和活动。协助开展奖学金评比工作。  Check and record the attendance and the situation of each class (absenteeism, leave, etc.) irregularly to university. Organize all kinds of discipline competitions and activities. Assist to carry out scholarship evaluation work. |
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| 文艺部  Arts department | 部长  The minister | 1 | 负责组织留学生的各项文艺活动，协助学校有关部门开展全校性文艺活动。负责组织参加浙江省梦行浙江活动。  Be responsible for organizing the arts activities of international students and assisting the relevant university departments to hold campus activities. Take charge of the participation of Dream Trip to Zhejiang in Zhejiang Province. |
| 公寓管理部  Dormitory Management Department | 部长  The minister | 1 | 负责留学生公寓人员住宿情况、卫生状况以及寝室风貌的考核，协助国际学院领导、老师管理留学生公寓。  Be responsible for the assessment of the condition of the accommodation and sanitation, and assist the leaders and teachers of International College to administer the dormitory. |
| 健康生活部  Healthy Life Department | 部长  The minister | 1 | 负责留学生日常校园安全工作，维护留学生在学校的合法权利，配合公安部门对留学生事故的相关调查。组织留学生做好医院陪护工作。  Be responsible for the school security, protect the international students’ right in university, and cooperate with the police’s investigation. Organize the care things to the ill international students in hospital. |
| 青志总站  Volunteering Station | 部长  The minister | 1 | 以展示来华留学生志愿者精神为主题，负责留学生课外学术科技活动和社会公益性活动的开展。  Take the demonstration of volunteering spirit of international students as a theme; be responsible for the international students’ extra-curricular academic technology activities and social public volunteer activities. |

附件2：

**湖州师范学院留学生联合会招新报名表**

Enclosure 2:

The registration form for the Foreign Student Association of Huzhou University

**班级 专业**

**Class Major**

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| --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 性别  Gender |  | 护照号码  Passport number |  |
| 国籍  Nationality |  | 寝室号  Dormitory number |  | 联系方式  Phone number |  |
| 应聘部门  Application department |  | | 应聘职位  Application position |  | |
| 有何特长  Specialities |  | | | | |
| 所获荣誉  Honors |  | | | | |
| 参加过哪些校园活动  Campus activities ever participated in |  | | | | |
| 个人简介  Personal profile |  | | | | |

备注：报名截止时间为2018年4月4日下午17：00，电子稿可发至邮箱：hushiguojibu@163.com

Note: the deadline for registration is 17:00 on the afternoon of April 4, 2018. The electronic form could be sent to mailbox: hushiguojibu@163.com.