



The Beijing Center

北京中国学中心

Information Specialist

Full – time/Consultation

Position Summary

As the pandemic continues, TBC reflects on the challenges and opportunities it has faced, as we work towards providing the most nurturing and effective educational environment. While the current environment demands certain changes, we have developed virtual and in-person programs to accommodate international students and local Chinese students to facilitate their academic and professional pursuits.

We are now seeking for someone could work closely with TBC program owners to drive the overall adoption, optimization, and ongoing iteration of the information system and Salesforce platform, leveraging multiple integrations and different technologies. Our ideal candidate will have at least 3 years' experience with technical implementations of information management and customer projects. This position will require you to be involved in developing business requirements, specifications, process flows, application design, and configuration alongside testing and deployment.

Job Description

Archival and record management

- Maintaining and enhancing the performance of existing information system or database programs
- Developing in designing new information system that meet TBC's information storage needs. Accessing, administering, processing, preserving, and providing appropriate access to the materials of TBC's historical documents, records with enduring value, Library, and administering information management systems and databases
- Monitoring information system and related system to ensure optimized performance
- Work across-functionally with other departments to ensure data integrity, as well as providing training and supporting
- Providing research consultations, instruction, and reference assistance for students, faculty, staff and administrators on questions in archives and records management
- Compiling statistics, analyzing data, and preparing reports relating to areas of responsibility
- Adhering to best practices in security storing, backing up, and archiving data

Salesforce Administration

- Ensuring optimal performance of Salesforce system and products
- Managing Salesforce roles, profiles, sharing rules, workflows, and groups
- Helping users develop or fine-tune reports so they yield meaningful metrics
- Importing leads, contacts, and other data



- Work cross-functionally with other departments to ensure data integrity, as well as providing training and support

Qualifications

- Bachelor's degree or above in library & information science, information technology, computer science or related field
- Fluency in English and Chinese
- 2-3 years' working experience with archival and record management and Salesforce Administrator. Salesforce Certified Administrator or Salesforce Certified Advanced Administrator is preferred
- Extensive experience of best practices in database management and security and Salesforce products and functions
- Proficiency in creating Salesforce profiles, allocating roles, and managing access
- Strong communication, organizational skills and attention to detail
- Exceptional problem-solving, analytical and critical thinking skills
- Commitment to excellent services, teamwork, diversity and inclusiveness

Remuneration and Benefits

The role could be a full-time or consultation position, remuneration and benefits commensurate to experience. The Beijing Center is an equal opportunity workplace with flexible working practices. The position will involve occasional attendance at out-of-hours events.

To Apply

Submit a brief cover letter and resume to tbcrecruitment@thebeijingcenter.org with "Application for TBC Archivist" in the subject line. Screening and Interview candidates will be conducted on a rolling basis until this position is filled.

About TBC

Established in 1998 by Ron Anton, The Beijing Center (TBC) is a not-for-profit center of higher education and research in mainland China committed to fostering mutual understanding between China and the rest of the world through cultural exchange, education, and research.

In its architecturally unique Beijing facility on campus of University of International Business and Economics (UIBE), TBC hosts students and scholars to study the Chinese language, culture, and all things China in China. Since 2002, TBC has partnered locally with UIBE, a top-tier Chinese public research university. Throughout the years, over 2,000 students have spent a semester abroad at TBC and approximately 300--400 per year come to TBC with short-term faculty-led programs from all over the world.

TBC maintains a research library with over 27,000 volumes in English, including rare books and maps, and hosts conferences, guest lectures, and seminars. Considered to be the largest English language library about China on the mainland, TBC has hosted numerous scholars from China and worldwide to assist with their research.

TBC serves as a hub for the international Jesuit higher education network in mainland China.



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What makes us unique is our place in a long and storied tradition, starting with Matteo Ricci, of Jesuit learning engaging with Chinese culture. This tradition teaches us that true cultural engagement starts with friendship.

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