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| **序号** | **单位名称** | **职务** | **姓名** | **性别** | **出生年月** | **职称** | **学位** | **学历** | **联系电话** |
| 例：1 | 英语学院 | 教学秘书 | 张三 | 男 | 1974-12 | 讲师 | 硕士 | 研究生 | 135xxxxxxxx |
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 **(教学单位名称)教学秘书基本信息一览表**