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**Job Description – – CNCC Course Instructor & Admin II (Course: Inheritance and Internationalization of Chinese Culture)**

Department: Chinese Curricula Center Reports to:Director(CNCC)

**Position Summary**

* Assist in establishing CNCC curriculum, assist in organizing the teaching;
* Formulate teaching plans, course outlines and instruct on course **Inheritance and Internationalization of Chinese Culture** and responsible for the relative research work;
* Provide students with developmental suggestions according to timely evaluation;
* Responsible for teaching Chinese and Chinese culture to speakers of other languages;
* Complete other teaching and administration work assigned by superiors.

**Qualification:**

* Master or above, major in Chinese language or related;
* CET 6 or above or strong English writing and speaking ability, strong teaching and certain research ability.

**Preferred Qualification:**

* With at least three years' relative teaching experience in Sino-foreign higher education institutions.

**岗位书 – 教学与管理II 《文化传承与国际化》**

部门：国情中心 汇报：部门负责人

**岗位职责：**

* 协助建设国情与文化教育体系，协助国情与文化教学组织；
* 制定《文化传承与国际化》教学大纲，承担课程教学及相关科研；
* 对学生进行定期考核和评估，并给出一定发展建议；
* 负责对外汉语及文化教学；
* 完成交办的其他相关教学及行政工作。

**聘任条件：**

必备条件

* 硕士及以上学位，中国语言文学类专业；
* 大学英语六级以上或流利英文书面及口头表达能力，较强教学能力，一定科研能力。

优先条件

* 具备3年以上中外合作高校思政课教学经历。