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Job Description – Supplemental Instructor

Department: ELC Reports to: ELC Director

**Position Summary**

Under the guidance of the Director of the English Language Center, the Supplemental Instructor

* offers one-to-one/group tutoring service and workshops to students
* develops and implements English learning support programs for underprepared students, and commur icates with faculty about their progress.
* Assists students in developing test preparation skills
* Organizes English learning activities and theme competitions
* Participates in academic survey and assessment
* Documents work content and progress
* And does related work as required

**Qualification**

* Native English speaker; Bachelor’s Degree in TESOL, TESL, TEFL, or other related fields from an accredited university
* Study/work experience in an English-speaking country
* Passion for the English teaching and devotion to student learning support
* Familiarity with American teaching style and methodology
* Excellent oral and written communication
* Willingness to go the extra mile and work under pressure
* English teaching experience required

**岗位说明书-英语指导**

部门：英语语言中心 汇报：中心主任

**岗位职责：**

在英语语言中心负责人指导下

（1）为学生提供一对一或小组英语辅导及课外研讨班，提高学生的语言学习成效；

（2）为后进生开发和实施英语教辅课程，及时与教师沟通学生学习情况；

（3）辅助学生提升各类语言考试的应试能力；

（4）参与策划和实施各类英语课程、活动与比赛；

（5）参与学术评估事务和语言分级测试；

（6）记录工作内容和进度；

（7）完成领导交办的其他工作。

**聘任条件：**

（1）学士及以上学位，英语或英语教学类（TESOL、TESL、 TEFL 等）专业；

（2）有英美等国家留学经历或工作经历；

（3）热爱英语教学，专注学业支持工作，

（4）熟悉美式教学模式和方法；

（5）具备优秀的口头和书面表达能力

（6）能胜任加班等高强度的工作环境

（7）要有英语教学经验