**岗位说明书——英语指导岗位**

所属部门：英语语言中心 汇报机制:向英语语言中心助理主任汇报

**岗位职责：**

1. 为学生提供一对一或小组英语辅导以及课外研讨班，提高学生的英语学习成效
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的学习情况
3. 帮助学生提升各类语言考试的应试能力
4. 组织各类英语学习活动与比赛
5. 参与学术评估事务和学生语言水平评估
6. 记录工作内容与进度
7. 完成交办的其它相关工作

**聘任条件：**

**必备条件：**

1. 英语或英语教学类（TESOL、TESL、TEFL 等）专业硕士研究生
2. 能胜任加班等高强度的工作环境
3. 热爱英语教学，专注学业支持工作
4. 具备优秀的口头和书面表达能力

**优先条件：**

1. 有英语国家的留学或工作经历
2. 熟悉美式教学方法和模式
3. 有相关英语教学工作经验

**Job Description – Supplemental Instructor**

Department: The English Language Center Report to: Assistant Director of ELC

**Responsibilities:**

1. Offers one-on-one/group tutoring services and workshops to students;
2. Develops and implements English learning support programs for underprepared students, and communicates with faculty about their progress;
3. Assists students in developing test preparation skills;
4. Organizes English learning activities and theme competitions;
5. Participates in academic survey and assessment;
6. Documents work content and progress;
7. Does related work as required.

**Qualification:**

**Required:**

1. Master’s Degree in TESOL, TESL, TEFL, or other related majors from an accredited university;
2. Willingness to go the extra mile and work under pressure;
3. Passion for English teaching and devotion to student learning support;
4. Excellent oral and written communication skills.

**Preferred:**

1. Study/work experience in an English-speaking country;
2. Familiarity with American teaching style and methodology;
3. English teaching experience is preferred.