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

Department: Chinese Curricula Center Reports to: Associate 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 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 – 文化教学与管理II 《文化传承与国际化》**

部门：国情中心 汇报：文化教学与管理副主任

**岗位职责：**

（1）协助建设国情与文化教育体系，协助国情与文化教学组织；

（2）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；

 (3) 对学生进行定期考核和评估，并给出一定发展建议；

（4）负责对外汉语及文化教学；

（5）完成交办的其他相关工作。

**聘任条件：**

必备条件

（1） 硕士及以上学位，中国语言文学类专业；

（2） 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

（1） 具备3年以上中外合作高校相关教学经历。