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Job Description – Supplemental Instructor (native speaker)

Department: ELC Report to: ELC Director

**Position Summary**

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

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) proofreads and polishes university publicity materials;

6) participates in academic survey and assessment;

7) conducts internal staff training;

8) documents work content and progress;

9) and does related work as required.

**Qualification**

Required Qualification

1) Native English speakers with a Bachelor’s Degree in TESOL, TESL, TEFL, or other related majors from an accredited university;

2) Passion for English teaching and devotion to student learning support;

3) Familiarity with American teaching style and methodology;

4) Excellent oral and written communication skills;

5) Willingness to go the extra mile and work under pressure.

6) English teaching experience required.

Preferred Qualification

Master’s Degree in relate field.

**岗位说明书-英文指导（以英语为母语者）**

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；

（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）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）校对和润色学校的对外宣传资料；

（6）参与学术评估实务和语言分级测试；

（7）开展内部员工英语培训；

（8）记录工作内容与进度；

（9）完成交办的其他相关工作。

**聘任条件：**

必备条件

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

（2）热爱英语教学，专注学业支持工作，

（3）熟悉美式教学模式和方法；

（4）具备优秀的口头和书面表达能力 ；

（5）能胜任加班等高强度的工作环境；

（6）要有英语教学经验。

优先条件

有硕士学位者优先。