

招聘英语助教

西北工业大学伦敦玛丽女王大学工程学院招聘英语助教

1. 简介

玛丽女王工程学院是西工大中英合作办学的二级学院，开设材料科学与工程和高分子材料与工程两个专业。伦敦玛丽女王大学是世界百强大学，有 7 位诺贝尔奖获得者，其英语教学历史更源远流长，《新概念英语》的作者 L.G. Alexander 即毕业于该大学。

玛丽女王工程学院为学生在大一开设英语课，由玛丽女王大学语言学院的三位专职英语教师担任主讲。现需要招聘 12 名英语助教。

2. 岗位职责

- A) 每周助教课前，至少观摩/参与老师课程 1 小时，理解老师课程目的；
- B) 与老师课后见面开会至少 1 次，讨论学生上周情况和本周任务；
- C) 每周完成助教课程 2 学时，完成老师布置的助教任务，帮助并指导学生更好理解课程内容及课后作业；
- D) 完成老师交办的其他工作

3. 要求

- A) 研究生在读
- B) 良好英语听、说、读、写能力
- C) 良好的沟通能力、团队合作力、独立性和创新性
- D) 有助教经历者优先

4. 待遇

助教课 100 元/时；观摩课 80 元/时

5. 任教期

2018 年 10 月 15 日-2018 年 12 月 21 日

6. 报名

请于 9 月 30 日前，将英文简历发送到：yangyang.li@qmul.ac.uk 李阳阳老师 注明姓名+班级+学生证号

咨询可至：长安校区教学东楼 A 座 4 楼 409 办公室 李阳阳老师 8843 1979

Job Details	
Job Title:	Classroom Assistant
School:	QM Engineering School, NWPU
Reports to:	Teacher of English Language
Hourly rate:	100RMB per assistant hour; 80RMB per observation hour
Appointment period:	15 October 2018 – 21 st December 2018
Current Location:	Xi'an, China

Job Purpose
<p>QMUL and NWPU in Xi'an, China are jointly offering BEng Joint Programmes in Materials Science and Engineering, and Polymer Materials and Engineering to start in September 2018. The Classroom Assistant will support the Associate Lecturers in English Language and Study Skills (ELSS) to deliver high quality and effective modules. The Classroom Assistant will contribute to the delivery of high-quality and effective modules through:</p> <ul style="list-style-type: none"> • Observing the Associate Lecturer in the delivery of English language and study skills content, plus related administrative duties • Supporting students in their guided independent study periods

Main Duties & Responsibilities
<ol style="list-style-type: none"> 1. Observe the Associate Lecturer in their English language and study skills classes and assist and support classes as required 2. Support students with advice and guidance in students' guided independent study periods 3. Co-operate with other teaching and support staff as may be required 4. Contribute an average of 1 hour of observation and assistance and 2 hours of support for students each teaching week according to the schedule agreed with the Module Convenor and Associate Lecturer 5. Attend programme/module/team meetings as required, as well as other relevant meetings, as agreed with the Programme/Module Convenor 6. Comply with relevant institutional policies and regulations and any other rules, regulations of codes binding on the member of staff 7. Complete administrative tasks such as administering module evaluation questionnaires, completing student progress reports, monitoring student attendance in classes, and taking in/returning coursework 8. Undertake such other reasonable duties as may be required by the Programme/Module Convenor from time to time

Requirements		Essential/ Desirable
Qualifications	Undergraduate degree	Essential
	Working towards Master's degree (preferably in ELT, Applied Linguistics or Education)	Essential
Knowledge	Experience of studying in higher education settings	Essential
	Ability to work independently and show initiative	Essential
	Flexible and co-operative approach to other colleagues	Essential
	Responsive to feedback	Essential
	Availability to work hours agreed with the Programme/Module Convenor or Associate Lecturer	Essential
	Good written and oral English language	Essential
	Good presentation and IT skills	Desirable
	Ability to communicate effectively with adult learners and academic and non-academic colleagues both face-to-face and remotely using IT	Desirable
	Ability to prioritise and balance competing demands	Desirable
	Ability to present material in a logical, coherent and interesting manner	Desirable

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

Contact

Yangyang

yangyang.li@qmul.ac.uk

88431979

Please send your English CV with the title of name + class + student ID before 30th Sep 2018.