



温州肯恩大学
WENZHOUE KEAN UNIVERSITY

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。

必备条件：

1. 硕士及以上学位，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. 具备优秀的中英文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. 有相关英语教学经验。



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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

Required Qualification:

1. Master'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. Excellent oral and written communication skills, high proficiency in both Chinese and English .

Preferred Qualification:

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