



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——教学与管理（国际教育方向）

所属部门：国情与文化教育中心

汇报机制：部门负责人

岗位职责：

1. 协助建设国际教育体系，协助国际教育教学组织；
2. 制定国际生《中国概况》、《汉语》教学大纲，承担课程教学及相关科研；
3. 对学生定期进行考核和评估，并给出一定发展建议；
4. 组织外教中文课、汉语、中国文化等相关活动；
5. 完成交办的其他相关教学及行政工作。

必备条件：

1. 硕士及以上；
2. 汉语国际教育专业；
3. 能流利地使用英语进行教学和交流，具有跨文化交际能力，较强教学及科研能力，CET-6 不低于 500 分或 IELTS 不低于 6 分或 TOEFL 不低于 85 分。
4. 认同学校办学理念。

优先条件：

1. 具有留学生汉语教学工作经历或海外孔子学院教学工作经历；
2. 1 年及以上海外教育或工作背景；
3. 具有 CTCSOL《国际中文教师证书》。



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Job Description - Course Instructor & Admin (International Education)

Department: Chinese Curricula Center

Report to: Director (CCC)

Responsibilities:

1. Assist in establishing international education curriculum, assist in organizing the teaching;
2. Formulate teaching plans, course outlines and instruct on course *China Panorama* and *Mandarin Chinese*. Responsible for the relative research work;
3. Provide international students with developmental suggestions according to timely evaluation;
4. Responsible for teaching Chinese and Chinese culture to speakers of other languages; Organize relevant activities for spreading Chinese culture.
5. Complete other teaching and administration work assigned by superiors.

Required Qualification:

1. Master or above;
2. Major in Teaching Chinese to Speakers of Other Languages;
3. Fluent in English teaching and communication, strong abilities in cross-cultural communication, teaching and research (At least 500 in CET-6, 6 in IELTS or 85 in TOEFL);
4. Identify with the conceptions of WKU.

Preferred Qualification:

1. With relative teaching experience in TCSOL or Confucius Institutes abroad;
2. With at least one year's experience of overseas education or work background;
3. Have CTCSOL (Certificate for Teachers of Chinese to Speakers of Other Languages).