



温州肯恩大学

WENZHOU-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. 英语、翻译或英语教学类（TESOL、TESL、TEFL 等）专业硕士
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