



English Language Teacher and Writing Center Manager

Designed to prepare the next generation of global leaders, Schwarzman Scholars is the first scholarship created to respond to the geopolitical landscape of the 21st Century. Whether in politics, business or science, the success of future leaders around the world will depend upon an understanding of China's role in global trends.

We are seeking an experienced English language teacher who can teach courses on Academic English, design and host workshops, and run a writing center for graduate students.

Job Duties:

1. Participate in testing, placement, and orientation activities;
2. Evaluate textbooks and create/develop course materials/exams as needed;
3. Work with Academic and Student Life teams to design and host workshops covering common English-language topics (e.g., writing résumés, personal statements, thesis proposals);
4. Maintain regular Writing Center office hours to give feedback on student essays and writing as needed;

Qualified applicants will:

1. Hold at least a bachelor's degree (education, teaching, English literature, applied linguistics, journalism or similar degree preferred);
2. Have at least two years' experience teaching English as an additional language, including academic English and/or professional English;
4. Possess native-speaker English fluency and can demonstrate professional-level English writing and communication skills;

Priority will be given to candidates who:

- Hold a graduate degree in TESOL, education, applied linguistics, journalism or similar field; or a certificate in teaching English to speakers of other languages with significant experience;
- Possess two or more years of teaching EFL/ESL in a university setting;
- Have direct knowledge of American and/or Chinese academic and/or business cultures;
- Are versatile in teaching students at different proficiency levels;
- Have demonstrated successful experience working with Chinese



清华大学
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language learners;

- Bring innovative and collaborative approaches to their work;

Application Deadline: Rolling, with a June 15th deadline for priority consideration.

Approximate Start Date: mid-August 2017

To apply, submit the following required documents to hr@sc.tsinghua.edu.cn.

- A cover letter summarizing your qualifications, interest in the position, and availability;
- A current résumé or CV; and
- Names and contact information for three (3) references from individuals who are well acquainted with your previous work, preferably as a professional EFL/ESL instructor.