



Research & Development Department Intern

OVERALL POSITION OVERVIEW

The Research and Development Department intern will get the opportunity to increase knowledge in a plethora of areas that can be used in many different professional fields. The Research and Development Department is responsible for curriculum development, business development, research, graphic design, educational product development, video production, magazine publication, and many other important tasks. The Research and Development Department intern will have a chance to learn in all of these areas.

Responsibilities

岗位职责

- Plan, allocate, and monitor individual time in order to complete assigned projects as well as complete department goals as set by the R&D Director and other team leaders.
根据教研需求进行幼儿园教材制作，包括（但不限于）课程内容整理，校对，排版等。
- Provide input on issues to consider in the development of R&D projects, including brainstorming and coordination support as delegated
参与教学相关的调查研究工作，及集体研讨会。
- Keep up-to-date with developments in academic research in the field of early childhood education.
参与教研相关渠道拓展工作支持。
- Fulfill additional duties and responsibilities that are in line with the employment contract as instructed by the R&D Director.
完成教研老师分配的其他工作。

Requirement

任职要求：

- Currently pursuing a Bachelor's degree
本科或研究生在读学生，不限专业。
- Proficiency in MS Word, Excel, and Outlook, excellent organizational and administrative skills.
熟练运用 office 办公软件，工作条理性强
- Ability to communicate effectively and knowledgeably both orally and in writing. Ability to work independently and collaboratively with internal and external stakeholders.
具备较好的人际沟通能力及良好的团队合作精神

Intern Will Learn and be Exposed To

实习收获

- Real-world knowledge of various industries in academia.
国际化的研发团队带你学习教育研发的真谛。
- Learn a wide range of knowledge related to design and publication.
教案设计与出版的流程化学习。
- Learn a wide range of knowledge related to the marketing industry and business development.
学习教育领域相关市场和渠道拓展模式。