International Tutor (Ref: IT/SAO&CLE/0515)
Student Affairs Office and Centre for Language in Education

With a view to enhancing students’ English language abilities and enriching students’ cultural sensitivity and understanding, the Institute now invites applications for the post of International Tutors (ITs) to support in areas related to language learning activities, co-curricular activities and intercultural events for students of all programmes at HKIEd.

The appointees will be required to provide teaching and administrative support and be engaged in evening social activities and occasionally weekend activities. Reporting both to the Student Affairs Office and Centre for Language in Education, the appointees will be provided with opportunities to organize hall life education programmes for language enhancement, personal growth and professional development of student residents. They will also provide teaching support for English language enhancement courses and to conduct language advising workshops on English communication skills. In-house training programme will be provided to the appointees. They are also required to reside in a student hostel.

Applicants should be a native English speaker with a Bachelor’s degree preferably in teaching and language education. They should have knowledge in graphics applications and literacy in computer applications including MS Office; possess strong communication and presentation skills; problem-solving and leadership skills as well as planning and organizing abilities.

Applicants are requested to produce a 2-minute self-introduction video Youtube link to demonstrate the enthusiasm and competitiveness for the appointment, and complete a written assignment (i.e. to write up a proposal in 30 minutes on the following topic: “Being one of the International Tutors of the Hong Kong Institute of Education, please write a proposal to your supervisor of the Centre for Language in Education outlining the details of a workshop on English communication skills which could help strengthen the discussion and presentation skills of the students. The target students would be university level students with intermediate English proficiency”). Applicants are also requested to sign the ‘Plagiarism Declaration Sheet’ when submitting the written assignment.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application Forms (HR Form 10b) and the ‘Plagiarism Declaration Sheet’ (HR Form A36) are obtainable from (a) http://www.ied.edu.hk/forms/; or (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, a 2-minute self-introduction video Youtube link, completed written assignment and the signed ‘Plagiarism Declaration Sheet’ should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post to the above address. Review of applications will continue until the post is filled. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The Institute reserves the right not to fill the positions advertised.

Further information about the Institute is available at http://www.ied.edu.hk.

HKIEd is an Equal Opportunities Employer.