

**International Tutor/ Senior International Tutor (Ref: IT/SIT/CLE&SAO/0221)
Centre for Language in Education and Student Affairs Office**

With a view to enhancing students' English language abilities and enriching students' cultural sensitivity and understanding, the University now invites applications for the post of **International Tutors (IT) / Senior International Tutor (SIT)** to support in areas related to language learning activities, co-curricular activities and intercultural events for students of all programmes at EdUHK.

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 Centre for Language in Education and the Student Affairs Office, the appointees will provide teaching support for English language enhancement courses and conduct workshops, events, consultations and language advising sessions. Resided in a duty room in the student halls, the appointees will also be required to actively interact with student-residents in the respective student halls so as to enhance student-residents' language abilities and cultural awareness. In-house training programme will be provided to the appointees upon arrival.

The SIT will orient new ITs to local tertiary education context, the environment of the University as well as Hong Kong. They will also assist supervisors in guiding ITs to perform and achieve a high standard of the job.

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. The applicant for the post of SIT should have at least one academic year of working experience in the University as IT preferably with teaching qualification. He/she should also demonstrate good supervision skills.

Applicants for the post of IT are requested to produce a 2-minute self-introduction video Youtube link to demonstrate the enthusiasm and competitiveness for the appointment, and complete the written assignments. Applicants are also requested to sign the 'Plagiarism Declaration Sheet' when submitting the written assignments.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical & dental benefits. Assignment of a duty room in the student hall is subject to the needs of individual halls. For details of student hostels, please refer to <https://www.eduhk.hk/sh/view.php?secid=51847&u=u>. The appointees reside in student halls have to comply with the prevailing Residential Regulations as other EdUHK student-residents.

Application Forms (HR Form 10b), Written Assignment Guide and the 'Plagiarism Declaration Sheet' (HR Form A36) are obtainable from (a) <http://www.eduhk.hk/forms/>; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 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, the completed written assignments and the signed 'Plagiarism Declaration Sheet' should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address. **Review of applications will start from 25 February 2021, and 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. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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