



香港教育大學
The Education University
of Hong Kong

Japanese International Tutor

(Ref: Japanese IT/LML&SAO/0221)

Department of Linguistics and Modern Language Studies and Student Affairs Office

With a view to providing formal and non-formal learning of Japanese and enriching students' cultural awareness and understanding, the University now invites applications for the post of **Japanese International Tutor (Japanese IT)** to support co-curricular activities related to language learning and intercultural events for students of all programmes at EdUHK. The appointment will commence from mid-August 2021.

The appointee will provide teaching and administrative support and will engage in evening social activities and occasionally weekend activities. Reporting both to the Department of Linguistics and Modern Language Studies and the Student Affairs Office, the appointee will provide teaching support for Japanese Language courses and conduct language tutoring sessions focusing on communication skills in Japanese. Periodically, the appointee will organize and conduct events and activities to promote Japanese language and culture on campus. Where necessary, the appointee may also be required to run language advising workshops in English. 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 in language advising will be provided to the appointee.

The successful applicant should have the native or near-native proficiency of spoken and written Japanese, and should be fluent in English, with at least a Bachelor's degree preferably in the areas of teaching and/or language education. He/she should be proficient in the use of online social networks and ICT, including MS Office, and possess strong communication and presentation skills, problem-solving and leadership skills as well as planning and organizing abilities.

Applicants for the post of Japanese IT are requested to submit the following: (1) a YouTube link for a 2-minute self-introduction video (one version in English and one in Japanese); (2) a written proposal (in English and in Japanese) on the following topic: *"You are in charge of organising an event to raise students' interest in studying Japanese at the university. Write a proposal, including the objectives, event details, expected challenges and possible solutions."* Applicants are requested to sign the 'Plagiarism Declaration Sheet' for the proposal.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave, outpatient medical and dental benefits. Assignment of hostel 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 hostels have to comply with Residential Regulations as other EdUHK student-residents.

Application Forms (HR Form 10b) and the 'Plagiarism Declaration Sheet' (HR Form A37) 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, a written proposal 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 3 March 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/jobsopp/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>.

EdUHK is an Equal Opportunities Employer.

