Intern for Language and Culture Center (Chinese Speaking Coach)
Duke Kunshan University
Job Description

Position Overview:
The Language and Culture Center (LCC) is responsible for language teaching at DKU, including Chinese language teaching. The LCC is looking for interns for the 2020 spring semester to provide individualized spoken Chinese language coaching sessions for international students who are taking Chinese courses.

Reports to:
Don Snow, Professor and Director of Language and Culture Center. Direct supervision will come from Liu Lu, Instructor of Chinese Language.

Essential Duties:
- Conduct individual coaching sessions with international undergraduate students who are taking Chinese courses at DKU, focused on helping students build accuracy and fluency in spoken Chinese. These sessions are a required part of DKU Chinese language courses.
- Provide general Chinese language coaching for students, faculty, and staff who use the services of the Writing and Language Studio.
- Assist in finding and creating Chinese language learning materials for use in the Writing and Language Studio and in DKU’s Chinese language courses.
- Support LCC activities and programs, especially the Kun Opera Club and other activities relating to Chinese language and culture.
- Other tasks as assigned by the Coordinator.

Required Qualifications:
- Currently enrolled as an undergraduate or graduate student; or already graduated but holding an offer from a graduate program of another university. Preference will be given to students majoring in teaching Chinese as a foreign language, applied linguistics, or teaching of other languages.
- Strong command of both written and spoken English and Chinese.
- Interest in and experience with language teaching and learning.
- Able to work at the LCC full time during the 2020 spring semester.