

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 2019-20 academic year (fall semester, spring semester, or both) to provide individualized spoken Chinese language coaching sessions for international students who are taking Chinese courses.

Reports to:

Professor and Director of Language and Culture Center. Direct supervision will come from the Coordinator of the Writing and Language Studio.

Essential Duties:

- Conduct individual coaching sessions with international undergraduate students who are taking Chinese courses at DKU, focus 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 for at least one semester during the 2019-20 academic year.

How to Apply:

Please submit your cover letter and resume to Dkurecruitment-Intern@dukekunshan.edu.cn.