英語教學中心招募21位教學助理

招募日期: 107.1.31-107.2.23(含)

培訓日期: 106.2.27(星期二) 中午12:10-13:00(教室另公告)

英語教學中心招募21位在學生擔任大一共同英文課程教學助理，本中心將於學期初為每位教學助理提供2小時教學助理研習及培訓。限每位同學擔任一門課

薪資福利:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 學年度 | 日期 | 聘任 月數 | 班數 | 人數 | 時薪 | 時數  /月 | 預估月薪 |
| 106 | 106學年度上學期  106.10.1-106.12.31 | 3 | 41 | 21 | 133 | 22 | 2,926 |
| 106學年度上學期  107.01.01-107.01.31 | 1 | 41 | 21 | 140 | 22 | 3,080 |
| **106學年度下學期**  **107.2.26-107.6.30 (107.06退保)** | **5** | **41** | **21** | **140** | **22** | **3,080** |

條件:

1. 限本校大學部在學生(含專科部四/五年級), 未修日間部大一共同英文
2. 大一共同英文時段(週二下午13時-15時;週三早上8時-10時)均為空堂
3. 大學英語語檢成績(CSEPT)240分或其他語檢等同分數(請參閱學校之英檢對照表)
4. 請由本人檢附資料於106年10月3日下午5點前繳至英語教學中心

(1)英檢成績單

(2)學生證正反面影本

(3)106學年度第一學期課表

工作項目:

1. 擔任2班大一共同英文課程教學助理。
2. 協助教師及學生填寫問卷及蒐集教學資料。
3. 提供學生隨堂或課後課業諮詢。
4. 協助教師建置或維護網頁、上傳教材與學生作品至Cloud E-Learning 、Line或Facebook。
5. 協助課程或會議錄音、攝影、拍照、會議記錄、講義製作，網路社群平台維護及相關後續處理工作。
6. 協助期末作品成果展。

21 Teaching Assistants Wanted

Center for English Language Teaching is recruiting 21 teaching assistants (TAs) for the General English Courses. The CELT will provide each TA 2 hours of training and orientation at the beginning of the semester.

Recruiting period: 107.1.31-107.2.23

Orientation Date: 106.2.27(Tues) Noon 12:10-13:00

Salary benefits:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic year | Periods | Months | Classes | TA | Hour pay | Hours per month | Estimated payment per month |
| 106 | 106-1  106.10.1-106.12.31 | 3 | 41 | 21 | 133 | 22 | 2,926 |
| 106-1  107.01.01-107.01.31 | 1 | 41 | 21 | 140 | 22 | 3,080 |
| **106-2**  **107.2.26-107.6.30 (107.08)** | **5** | **41** | **21** | **140** | **22** | **3,080** |

Requirements:

1. Wenzao students who are not currently taking the Freshman General English course.
2. Applicants must have no class of Freshman General English course time (Tues 12:00-15:00, Wed 8:00-10:00).
3. English qualification: A minimum of CSEPT 240 or the equivalent scores of other language tests that are recognized by the University (please refer to the University's English Language Test Conversion Table).
4. Please submit your documents to CELT before 5:00 pm by October 3rd, 2017.

(1) A copy of CSEPT or other recognized English language transcript

(2) A copy of Student ID (front and back)

(3) Class schedule of this semester

Job description:

1. Be a TA for two freshman English classes
2. Help teachers and students fill out the questionnaire and collect teaching materials.
3. Assist students with their assignments and reports and to provide study advice in or after the class.
4. Assist teachers to build and maintain websites, upload teaching materials and student works to Cloud E-Learning, Line or Facebook, and manage the course web pages.
5. Assist meetings and classroom activities such as course recording, video, photography, handout production, network community platform maintenance and related follow-up work.
6. Help organize the students’ project exhibition.