

Master Teaching Assistant (TA) for AY2526 S2 LIF001

Job Description

Job Title

Master Teaching Assistant (TA) for AY2526 S2 LIF001 Module

Module Name

LIF001 Research-led and Project-based Learning

Brief Description of Activity/Course

LIF001 is a year-long undergraduate module at XJTLU, designed for nearly 5,500 first-year students. It emphasizes interest-driven, project-based, and research-led learning, with students working in teams to explore real-world problems and develop research-informed solutions.

Job Description

We are seeking responsible and motivated Master-level Teaching Assistants to support the delivery and operation of this module. Master TAs will assist with class activities, tutorial sessions, project supervision, and course content maintenance. You will also play a key role in supporting students' learning progress, managing module platforms, and assisting with the implementation of teaching strategies under the guidance of LIFE instructors.

Roles & Responsibilities

- **Lecture and Tutorial Support:** Assist in in-class delivery and tutorial facilitation, including managing classroom logistics, preparing materials, and helping demonstrate tools or concepts.
- **Student Project Assistance:** Supervise and support multiple student project groups, helping them navigate challenges in research question development, teamwork, and project design.
- **Module Platform Maintenance:** Organize and regularly update digital content (e.g., learning materials, project guidelines, tutorial tasks) on the course platform to ensure timely access.
- **Project Progress Tracking:** Use designated software tools to help track student submissions, progress milestones, and feedback loops. Support instructors in generating simple reports on group progress or common challenges.
- **Student Consultation:** Participate in office hours or drop-in sessions to answer student questions and identify learning bottlenecks.
- **Assessment Support:** Assist teachers in organizing and preparing learning resources and students submissions, and help with marking where required.

- Other Duties: Carry out other supportive tasks assigned by teachers to enhance students' engagement and learning outcomes.

Expected Outcomes

- Gain first-hand experience in coordinating project-based and research-led learning in a real classroom environment. Develop hands-on experience with digital learning platforms.
- Strengthen instructional skills by facilitating tutorials, supporting lectures, and mentoring student teams through structured project development stages.
- Enhance problem-solving and critical thinking by identifying student learning challenges and providing practical suggestions to improve teaching effectiveness.
- Build cross-cultural communication and collaboration skills by engaging with a diverse student body and working closely with instructors from various academic backgrounds.

Estimated Working Hours:

10 hours per week

Recruiting number:

9

Salary:

50 RMB/Hour

Qualifications:

- Strong written and verbal communication skills in English and Mandarin;
- Professional use of Microsoft Office; Familiarity with XJTLU Learning Mall platform;
- Keen insight generation and data analysis skills;
- Patience and strong interpersonal skills to guide and support students' learning process.

Please upload your personal resume to <https://survey.xjtlu.edu.cn/vm/Obh13k.aspx>

西交利物浦大学 LIF001 课程硕士生助教招聘启事

职位名称：

2526 学年第二学期 LIF001 课程硕士生助教

课程名称：

LIF001 研究导向型项目制学习综合实践课

课程简介：

LIF001 是西交利物浦大学的一学年制本科必修课程，面向超过 5500 名大一新生。该课程强调兴趣驱动、项目基础和研究导向的学习模式，鼓励学生开展团队合作，探索现实世界中的问题，并基于研究提出可行的解决方案。

职位描述：

我们正在寻找有责任心、积极主动的硕士生助教来支持该课程模块的教学和运营。硕士生助教将协助支持课堂活动、辅导课、项目指导和课程内容维护。您还将在导师的指导下，在支持学生学习进度、管理模块平台和协助实施教学策略方面发挥关键作用。

工作职责：

- 授课及辅导：协助课堂讲授和辅导，包括管理课堂后勤、准备教材以及协助演示概念。
- 学生项目协助：指导和支持多个学生项目小组，帮助他们应对研究问题制定、团队合作和项目设计方面的挑战。
- 课程平台维护：组织并定期更新课程平台上的内容（例如学习资料、项目指南、辅导任务），以确保学生及时访问。
- 项目进度跟踪：使用指定的软件工具帮助跟踪学生的提交内容、进度和反馈。协助教师生成关于小组进度或常见挑战的报告。
- 学生咨询：参与办公时间或临时咨询，解答学生问题并找出学习瓶颈。
- 作业支持：协助教师组织和准备学习资源以及整理学生提交的作业，并在需要时协助计算成绩。
- 其他职责：执行教师分配的其他支持任务，以提高学生的参与度和学习成果。

工作成果：

- 在真实课堂环境中获得协调项目制和研究导向型学习的一手经验，积累使用数字教育平台的实践经验；
- 通过组织辅导课、辅助课堂讲授以及在结构化的项目开发阶段指导学生团队，提升教学技能；
- 通过识别学生的学习挑战并提供切实可行的建议来提高教学效率，从而增强解决问题的能力 and 批判性思维；

- 通过与多元化的学生群体互动并与来自不同学术背景的教师紧密合作，培养跨文化沟通与协作能力。

工作时间：

每周 10 小时

招聘人数：

9

薪资：

50 人民币/小时

任职要求：

- 具备优秀的英语和普通话表达能力；
- 熟练使用 Microsoft Office 办公软件；熟悉西浦学习超市平台；
- 具备敏锐的洞察力和数据分析能力；
- 具备耐心和良好的人际交往能力，能够悉心指导和支持大一学生的学习进程。

请将你的个人简历上传至 <https://survey.xjtlu.edu.cn/vm/Obh13k.aspx>