

Job Description

Position: Educational Development Unit (EDU) Teaching Assistant - Staff Development and Student Training Programmes

Duration: S1 AY2026-27

Weekly workload: about 20 hours

Position Summary

We are currently seeking motivated and detail-oriented TAs for our Educational Development Unit at Xi'an Jiaotong-Liverpool University. The TA positions are open for all qualified interested graduate students (Masters and PhD students) on campus of XJTLU or other graduates in Suzhou. This individual will be instrumental in providing comprehensive support for assorted staff trainings and programmes, and collaborative, cross-unit training assistance and doctoral level training assistance. This will include, but not be limited to, facilitating staff trainings, and providing essential support for the operation and execution of the development activities and programmes, such as PGCert, Continuing Professional Development, Community of Practice, School Specific Support, Postgraduate Research Skills Development Programme (PGRSDP), Pedagogical Support, etc.

Key Responsibilities

- Programme Support: Assist in the development, preparation, and delivery of staff development and student training programmes. This may include creating materials, coordinating schedules, setting up technology and tools, etc.
- Data Management & Analysis: Assist in the collection, organization, and analysis of data relating to the effectiveness of our training programmes. Use this data to create reports that will help improve future programming.
- Administrative Tasks: Assist in handling administrative tasks related to the programmes such as scheduling, correspondence, record keeping, and logistical planning.
- Feedback Collection: Collect and analyze feedback from students and staff on training sessions to continually improve the quality of programmes.
- Collaboration: Work collaboratively with the entire team to effectively execute the organization's mission and strategy.
- Customer Service: Act as a point of contact for programme participants, answering questions, solving problems, and providing overall support.

Skills

- Excellent language skills in English and Chinese
- Professional use of Microsoft Office, and skills of graphic design software is a plus
- Ability to learn and research new educational technology
- Be proactive and have a growth mindset

How to apply

Applicants should submit their application to edu@xjtlu.edu.cn

Applicants are required to provide their CVs *in English* and works on related skills during previous studies or working experiences.

The interview is expected to be arranged around 2 working weeks after receiving the application, with decisions made within 1 week after the interview.