

Job Description

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

Duration: S2 AY2025-26

Weekly workload: about 10 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.

职位描述

职位： 西交利物浦大学教育发展部 (EDU) 教学助理 - 员工发展和学生培训项目

持续时间： 2025-26 学年第二学期

每周工作量： 大约 10 小时

职位概述

目前，我们正在寻找富有激情和注重细节的教学助理加入西交利物浦大学教育发展部。教学助理职位面向校内所有符合条件的在校研究生（硕士和博士生），以及对苏州地区的其他研究生开放。该职位将为各类员工培训和项目，包括跨部门协作培训和博士层次的培训提供全面支持。具体职责包括但不限于，协助员工培训，为发展活动和项目的运作和执行提供必要的支持，如 PGCert、持续专业发展、实践社群、学院特定支持、研究生研究技能发展计划 (PGRSDP) 、教学支持等。

主要职责

项目支持： 协助开发、准备和组织员工发展和学生培训项目。这可能包括创建材料、协调时间表、设置技术和工具等。

数据管理与分析： 协助收集、组织和分析与培训项目效果相关的数据。利用这些数据生成报告，帮助改进未来的项目。

行政任务： 协助处理与项目相关的行政任务，如安排时间表、通信、记录保持和后勤规划。

反馈收集： 收集并分析学生和员工对培训课程的反馈，以持续提高项目的质量。

协作： 与整个团队合作，有效执行组织的任务和战略。

客户服务： 作为项目参与者的联系点，回答问题、解决问题并提供全面支持。

技能

- 出色的中英文语言技能
- 熟练使用 Microsoft Office，掌握图形设计软件技能者优先
- 具备学习和研究新教育技术的能力

- 积极主动，具有成长型思维

申请方式

申请者应将申请材料发送至 edu@xjtlu.edu.cn。

申请者需要提供英文简历并展示以往学习或工作经历中与相关技能有关的作品。

预计在收到申请后的两个工作周内安排面试，面试后一周内做出决定。