



Teaching Assistants in the Department of Civil Engineering

Applications are invited for teaching assistant (TA) positions in the Department of Civil Engineering at Xi'an Jiaotong-Liverpool University (XJTLU). The TA positions are open for all qualified interested graduate students (Masters and PhD students) on campus of XJTLU or other graduates in Suzhou. All applications will be considered by the recruiting panel which consists of two or more academic staffs in the Department.

TA duties include:

- **XJTLU Master's students, XJTLU PhD students, and postgraduate (Master's and PhD) students from other universities**
 - Support for tutorials and seminars in the classroom environment
 - Run group and one-to-one tutoring.
 - Marking of formative essay with appropriate training (PhD students only).
- **At the discretion of relevant academic units, XJTLU PhD students may be permitted to undertake the following additional responsibilities with appropriate training and guidance:**
 - 1) Delivery of occasional formal lectures and/or seminars within their area of expertise after having received appropriate training and initial supervision from their supervisor or the respective Module Leader. Such training might be provided by individual academic units, or the Education Development Unit (EDU). Relevant health and safety issues should be covered in this training.
 - 2) Assistance in marking of summative assessments with appropriate training and under the supervision of the module leader, subject to prior approval from the Head of the academic unit delivering the module. However, they must never act as the sole examiner on any summative assessment. All assessment tasks marked by XJTLU PhD students must be moderated, and they are not permitted to act as moderators.



Modules include

- DES 402 Sustainable Project Management

Skills and Knowledge

- Excellent and efficient knowledge in project management in general.
- Excellent skills in application of Microsoft Office (Project, Word, Excel, PowerPoint).
- Excellent and efficient knowledge in Lean Construction, Value Management, LCA.
- Excellent spoken and written English.
- Excellent communication skills. field trips and seminars
- Scheduled office hours for group and one-to-one tutoring
- Excellent organizational skills and attention to detail
- Be adaptable and open to change
- Previous TA working experience preferred

The pay rate for Academic Year 2024-25

- XJTLU PhD students: RMB 60/hour (before tax)
- XJTLU Master's students: RMB 50/hour (before tax)
- PhD and Master's students from other universities: RMB 50/hour (before tax)

How to apply

Applicants should submit their application to jianli.hao@xjtlu.edu.cn by 12 Jan. 2025.

Applicants are required to provide their CVs and academic transcripts of previous studies.

For XJTLU students, please apply for TA positions through the Teaching Assistant Management System (TAMS) <https://ta.xjtlu.edu.cn> directly.

The interview is expected to be arranged around 2025/01/10 with decisions made **within 2 weeks** after the interview.