Intern for Writing and Language Studio

Duke Kunshan University

Job Description

Position Overview:

The Writing and Language Studio (WLS), launched by the Language and Culture Center (LCC) at Duke Kunshan University, provides guidance and support to students, faculty, and staff in the Duke Kunshan community as they develop language and communication skills in English, Chinese, and other languages.

The WLS is looking for an intern for the Spring 2019 semester to provide support to the Studio.

Reports to:

Assistant Professor and Associate Director for the Writing and Language Studio

Essential Duties:

- Conduct Chinese language coaching sessions with international students, staff, and faculty, documenting each session.
- Participate in initial orientation and on-going professional development for coaching independent language learners.
- Assist with revisions of Chinese learning materials, such as "*Daily Life Chinese,"* and with projects that help orient new students, staff, and faculty.
- Assist LCC Chinese faculty with conducting individual practice sessions with students from Chinese language courses.
- Support LCC and WLS activities and programs, particularly the Kun Opera Club and other activities related to Chinese language and culture.
- Attend, participate in, and assist with planning and organizing WLS and LCC meetings, events, and activities.
- Assist LCC faculty with research projects.
- Carry out other tasks as assigned by the Director or Associate Director, such as assisting with language assessments, helping design and produce LCC and WLS publicity materials, and so forth.

Required Qualifications:

- Must be currently enrolled as an undergraduate or graduate student OR hold offer(s) from graduate programs at other universities.
- Must have a strong command of both written and spoken English and Chinese.
- Must have a strong interest in Chinese language teaching and learning; experience in this area is preferred.
- Must have good organizational and group leadership skills.
- Must be familiar with a range of computer software programs and photography/videography.
- Must be able to work at the LCC full time during Spring 2019 semester.