

# JP Language Institute

## Teaching Mandarin Chinese Internship (Paid)

The Mandarin Chinese Instructor Internship program provides current educational school students with hands-on experience in several areas of academic bilingual education. Interns will work collaboratively with mentoring educator to assist students with the component of the Mandarin Chinese language training...Other projects, such as writing instructional content, curriculum and creating lessons plan, may also be available as time permits. Interns will be appointed on a semester basis and may apply to renew the internship for up to one year. Preference is given to candidates who have completed at least 12 credits in an bilingual education program and have already taken their basic reference course.

**POSITION AVAILABLE:** May 15, 2017. Position is subject to renewal each semester that the incumbent is enrolled in an accredited bilingual program.

**WORK SCHEDULE:** Work schedule is variable, but requires weekend teaching hours with an instructor for a total of 8 hours per week. Current evening and weekend hours, 6:30pm to 8:30pm; Saturday, Sunday 10am - 11:30am, 12:30pm - 2:30pm.

### DUTIES:

- Providing Mandarin Chinese courses to individuals and groups. Other projects as assigned by intern supervisor.
- Attend institution activities and supporting the institution community. Assisting whenever possible in school events and fundraising projects

### REQUIRED:

- Must be current (or enrolled) undergraduate, or graduate (prefer) student in an accredited educational program during the spring and fall 2017 semester.
- Fluency in Mandarin -- native or fully fluent with no discernible American accent
- Experience in teaching young adult, and adult, excellent in planning, teaching, and assessment skill.
- Experience using instructional technology or a willingness to learn. An ability to convey enthusiasm for the Chinese language
- Incredibly energetic and dramatic; an outgoing personality, high level of enthusiasm, self-confidence and no self-consciousness are a must for this position!
- Work closely with the administration and maintaining excellent communication with students and supporting public relations.
- Some academic background in foreign language and foreign language instruction, preferably to adult.

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- You must have your own reliable transportation, undergo a one-day unpaid training, have frequent access to email, complete a criminal background check, and become CPR and First Aid certified to teach our classes.

**PREFERRED:** Demonstrated effective verbal and written in both Mandarin Chinese and English communication skills. Coursework in reference service and completion of at least 12 credits in an accredited educational program. Strong commitment to teaching. Ability to evaluate, understand, and respond to educational program, Interest in academic bilingual. Ability to multi-task and work effectively in a face-paced, team environment.

**This is paid internship:** \$13.50/hr

**APPLICANT INSTRUCTIONS:** Applicants for the Mandarin teaching Internship program should submit the following application [form](#) via e-mail, a resume, and at least one letter of recommendation by April 30th, 2017 to [hr@jpli.org](mailto:hr@jpli.org) Candidates will be notified by late Middle of July.