



JOB DESCRIPTION

1. General Job Title: Automotive Instructor

4. Original Date: May 2006

2. Unit: Weifang, Shandong
Province, China

3. Department: CIBT Weifang
Education Services Ltd. China

5. Revised Date: April 12, 2006

6. Basic Function and Scope of Responsibilities: Develop and teach automotive training subjects to students

7. Job Scope and Principal Responsibilities:

- Teach and tutor automotive subjects to students.
- 20 hr teaching hours per week with expectation of additional hours 10 hours to assist in development and operation of the school.
- Assist in curriculum development as necessary
- Assist in development of student extra curricular activities as necessary
- Actively oversee and participate in all shop/lab activities and cleanup on a daily basis
- Develop and create project plans for the Automotive School as necessary
- Perform other job-related duties as assigned
- Work Hours from approximately 8:30a.m. to 5:30p.m. (Subject to change depending on final teaching hour choice as well as other business activities responsibilities.)

8. Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

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|---|--|
| <input checked="" type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Bachelor's Degree |
| <input checked="" type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input checked="" type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

9. Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred years

- (R) Minimum two years work related experience in automotive industry and instructing
- General experience in this field (P): Experience working with young adults of a different culture preferred.
- Red Seal Certificate or equivalent desired (P)
- Demonstrated knowledge of software commonly used in the industry
- (R) Must be a Native English Speaker. Knowledge of Mandarin an asset.

10. Compensation Package:

RMB 16000 per month. (NET)

Teaching bonus ranging from RMB 100-150 per hour. Bonus eligibility dependant on total teaching hours as well as acceptance of **additional** evening and weekend teachings on top of regular scheduled evening and weekend starts if

scheduled.

The Company will assist in the attainment of private subsidized accommodation.

Subsidized medical and travel insurance

The Company will sponsor the successful candidate on a “Z” work visa and residency permit

Return air-ticket upon completion of minimum two academic semesters.

11. Position Reporting To in China:

Mr. David An. Vice President CIBT China. davida@cibtcorp.com

Canadian Head Office inquiries and Contact:

Ms. Wendy Guan. Senior Manager, Business Development. wendy.guan@cibtcorp.com

12. Authority:

Decision Making

What is the nature of the direct supervision that is provided to the incumbent of this position?

– Some supervision provided

13. Supervisory Responsibility:

This job has supervisory responsibilities over the students

Provides guidance, leadership, or English-department training to other employees (no direct supervision)

14. Working Conditions:

Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): Classroom and warehouse setting

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery or other hazardous conditions requiring safety adherence and/or PPE equipment): Some

Domestic/International Travel: Minimal.

Extensive Hours: Occasional.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. CIBT School of Business & Technology Corp., reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.
