



JOB DESCRIPTION

The Canadian Institute of Business & Technology, Beihai International College (CIBT Beihai) is looking for several positive, friendly and qualified Instructors.

About Our Company:

CIBT Beihai International College is an established college operating in conjunction with the University of Weifang. It is located in the metropolitan area of Weifang city, in the province of Shandong. Weifang is centrally located, approximately 2 hours from the popular cities of Qingdao and Jinan. We are an international organization, staffed by both foreign and Chinese administrators as well as Instructors. Our staff is important to us, and we offer a positive, friendly and ethical work environment to all our employees. Our work/classroom facilities are modern and spacious, utilizing both traditional classroom/office space and multi-media facilities.

Duties and Responsibilities

Teaching:

- Approximately 20 teaching hours per week plus preparation time
 - Bonus of 50+ RMB/hour for teaching hours exceeding 20/week
- Oral/Written College level English courses
- Other teaching commitments may include, but are not limited to:
 - Private-sector teaching
 - ♦ Children's/Hospitality/Medical/Business/ Industry English programs
 - ♦ On-line teaching programs
- Will include some evening and weekend teaching hours

Curriculum Development:

- Participate in developing new curriculum, including but not limited to
 - ♦ College level courses*
 - ♦ Professional English Training Programs*
 - Average of 5-10 hours/week, but it will fluctuate depending on project
- * General curriculum guidelines will be provided by both our local and foreign educational partners. You would be required to synthesize and convert it to an effective classroom program taking into account the needs and level of English of the students.

Qualifications:

- Must be a native English speaker
- Bachelor's Degree from a recognized institution
- CerTESL, TEFL, TESL certificate from a recognized institution
- ESL/EFL classroom experience
- As working in a foreign environment can be challenging, the position is best suited for candidates who possess the following qualities:
 - ♦ Adaptable to foreign customs/culture
 - ♦ Strong organizational skills
 - ♦ Independent and proactive nature
 - ♦ Friendly, creative and a genuine people-person
 - ♦ Committed to the experience (one-year contract)

Desired but not Required Qualifications

- Some knowledge of Mandarin

Contract Details:

- Contract is for one year (two semesters), commencing August 28th 2006
- Base salary is **6000 RMB/month**, and is negotiable depending on experience
- Return flight home ticket provided once per contract year.
- Work Visa sponsorship included
- Medical insurance reimburse if contract full-filled (maximum of 2000 RMB)
- CIBT will partially subsidize housing of your choice (maximum of 500 RMB/month) OR
- CIBT Beihai offers you the option of free shared accommodation in our international staff housing:
 - ♦ Modern design, large, bright, two-level apartment
 - ♦ Fully furnished (also includes: kitchen appliances, tv/dvd player, clothes washer etc)
 - ♦ Cleaning service 3 days per week (option of food preparation also)
 - ♦ Large private bedroom (3 bedrooms per apartment)
 - ♦ 5 minute walk to/from CIBT Beihai International College
 - ♦ 5 minute taxi/short bike ride to city centre shopping/restaurant district.

Job Contact Information

Ms. Jennifer Foerster
Development Co-ordinator
149 East Dongfeng Street
Weifang, Shandong
Email: jfoerster@cibt-bh.edu.cn

How to Apply

Please send cover letter and resume to the attention of Ms. Jennifer Foerster at jfoerster@cibt-bh.edu.cn .

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.
