

臺北基督學院基督教博雅學系專案教師兼英文主修主任
應徵條件暨工作職掌

106/7/20

Position: Chair of English Major of Christian Liberal Arts Department

Objectives:

Direct all academic and administrative affairs and the curriculum design, responsible for the renewing existing appointments and appointing new Faculty of English Major. Improve the teaching methodology and equipment and engage in cross-institution cooperative designs to enable the faculty's students to be equipped with specialties for further studies or future employment.

Responsibilities Outline:

1. Set and plan the tasks and budget for the Major for the entire academic year.
2. Organize and amend the curriculum.
3. Recruit and recommend qualified faculty.
4. Assist students with employment related matters or further studies.
5. Plan and update teaching equipment.
6. Supervise the faculty.
7. Attend relevant meetings of the College.
8. Evaluate teaching results.
9. Provide training on teaching methodology.
10. Other tasks assigned by the Chair of Christian Liberal Arts Department.

Qualifications:

Education: PHD in professional English Teaching.

Experience: At least three years of experience in English Teaching and three or more years of administrative experience.

Knowledge: English Teaching Methodology, training in teaching, good command of both Chinese and English.

Skills: Organizational skills, ability to coordinate, ability to plan and good at communication.

Personality: Easygoing, mature character and spiritual life, loyal, possess work principles and proactive.

Priority: Agree with the Doctrinal and Mission Statement of the College ; possess a mind that is willing to follow God's directions.

Applicant should turn in the following documents to College before Aug. 15, 2017.

有意應徵者請於 106 年 8 月 15 日前將「履歷表(中、英文)」、「自傳(中、英文)」、「學歷證件影印本」、「成績單正本」、「得救見證(中、英文)」、「信仰告白(中、英文)」、「推薦函三封」(第一封由目前在台的牧師傳道人推薦,描述其屬靈情形;第二封由與其專業或職務相關者推薦,說明其專業能力;第三封由其他人推薦,內容不限)、「教師證書影本」、「教學經驗證明」等,郵寄至「(25162)新北市淡水區自強路 51 號 臺北基督學院人事暨行政室」收,或以電子郵件寄至 hrao@cct.edu.tw。