

臺北基督學院基督教博雅學系專案教師兼音樂主修主任
應徵條件暨工作職掌

106/7/20

Position: Chair of Music Major of Christian Liberal Arts Department

Objectives:

Promote the standards of academic staff and encourage the academic atmosphere; strengthen curriculum amendments and set the codes governing the various exams; propel music ministries of the Faculty of Music and the church; provide assistance to graduates wishing to undertake further studies abroad or to join the workforce; and expand the relationships of the Faculty of Music with external fields.

Responsibilities Outline:

1. Plan the faculty's work and budget for the entire year.
2. Design and organize curriculums; arrange and appoint appropriate academic staff.
3. Set contents and formats of the various exams.
4. Update the various teaching and office equipments.
5. Strengthen cares and attentions for students.
6. Supervise students in the various performances and academic events.
7. Arrange internal and external trainings and trainee opportunities for students and provide assistance to graduates with respect to further studies and employment.
8. Participate in and supervise all matters related to the admission of new students by the faculty.
9. Attend relevant school meetings and strengthen communications with other faculties and the respective offices.
10. Expand the relationships with external fields.

Qualifications:

Education: PHD or DMA in Music.

Experience: More than three years of experience in base-level administration, teaching and performing.

Knowledge: Specialization in the major; possess certain professional knowledge of other majors in music; have appreciation for music services of the local church, familiar with music curriculums of other schools; possess some supervisory knowledge; and understand one's own role and position.

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

Personality: Adhere to the truth and principles in the Bible, open-minded, cooperative with good intentions, has no hesitation in shouldering responsibilities, loyal, patient, careful, determined, honest, able to maintain confidentiality, possess a sense of justice and humor, have appropriate compassion for others and possess the mind and will to comply with the various regulations of the school.

Priority: Agree with the Doctrinal and Mission Statement of the College and is committed to Church Music Ministry and the cultivation of music talents.

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。