



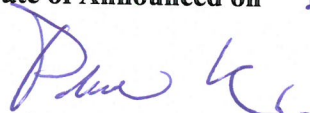
**Announcement**  
**The Faculty of Graduate Studies, Mahidol University**  
**Application for Full-time Language Specialist Position**

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The Faculty of Graduate Studies, Mahidol University is opening for 1 full-time Language Specialist to work at the Language Center. Any successful applicant will be appointed as University Employee. The details are as follows:

- 1. Position:** Language Specialist 1 position (Foreign applicants only.)
- 2. Salary:** 33,770 Baht/Month
- 3. Accommodation allowance :** 8,000 Baht/Month
- 4. Specific Qualification**
  - (1) A Native English speaker.
  - (2) A Masters Degree or Doctoral Degree in Linguistics, Applied Linguistics, Teaching English as a Foreign Language, Language and Communication, Political Science : Diplomacy & International Relations or other related fields.
  - (3) Age not over than 55 years.
- 5. Application documents :**
  - (1) Duly filled in Application form (with CV)
  - (2) One Recent Photo (3x4 cm)
  - (3) One copy of Degree Certificate (with an officially certified English Translation)
  - (4) One copy of Academic transcript (with an officially certified English Translation)
  - (5) One copy of Passport and visa
  - (6) One letter from your previous employer.
- 6. Job Description** as attached and working days including weekend are 5 days within 7 days a week.
- 7. Selection process** : English proficiency exam and interview.
- 8. Application :** Please submit the documents as in Item 5 above via e-mail : amornrat.pak@mahidol.ac.th
- 9. Application deadline :** 9 April 2018
10. Eligible Candidates to take an examination will be announced on April 18<sup>th</sup>, 2018.

**Date of Announced on** 16 March 2018

  
Prof. Dr. Patcharee Lertrit, M.D.  
Dean, Faculty of Graduate Studies  
Mahidol University

**Job Description**  
**Language Specialist Position**  
**Faculty of Graduate Studies, Mahidol University**

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**Roles and Responsibilities**

Teach English in the program/courses organized by Faculty of Graduate Studies, develop an English test, conduct research in English teaching area, edit abstract for graduate students, edit announcements and documents for FGS of MU as assigned, promote international education in line with the MU and FGS goal and vision.
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**Key Responsibilities**

<b>Key Responsibilities</b>
1. Take part in developing an English Test for Faculty of Graduate Studies as assigned.
2. Teach assigned English Courses (at least 12 hrs./ week).
3. Edit graduate students' thesis abstracts.
4. Take part in developing, organizing and/or teaching an Academic English and Learning Skill for Graduate Students.
5. Conduct research or R2R in the area of Academic English Teaching Program.
6. Take part in international relations activities or promotion of the unit/ FGS upon request.
7. Provide a consultation to improve language and academic learning skills for students/ faculty members upon request or as assigned.
8. Working days including weekend are 5 days within 7 days a week.
9. Other as assigned by FGS.

**Key Competencies**

<ul style="list-style-type: none"> <li>- Ability to design and develop lesson plan, teach courses as assigned by FGS, and develop an English proficiency test.</li> <li>- English competency</li> </ul>
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**Competency for the position**

<b>Knowledge</b>	<b>Skills</b>	<b>Performance</b>
Academic English Research Methodology	English Skill (native) Computer Skills Language Teaching skills	Human Relations Communication skills Cultural sensitivity