



Announcement
The Faculty of Graduate Studies, Mahidol University
Application for Language Specialist Position (Application deadline extended)

The Faculty of Graduate Studies, Mahidol University is opening for 2 positions for Language Specialists to work at the Language Center.

1. Position : Language Specialist

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 58 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

7. Selection process : English proficiency exam and interview.

8. Application : Please submit the documents as in Item 5 above via

MU e-Recruitment : <http://www.op.mahidol.ac.th/orpr/E-Recruitment/index.php>
or e-mail : grad_edtech@mahidol.ac.th

9. Application deadline : **6 March 2023**

10. Eligible Candidates to take an examination will be announced on 20 March 2023.

Announced on 21 February 2023

Asst. Prof. Dr. Chusak Okascharoen, M.D.
Deputy Dean for Digital Education
Acting Dean of the Faculty of Graduate Studies,
Mahidol University

Amomrat Phunakhon Draft/Print/Review

Job Description

Name-Surname		Position	Language Specialist
Section	Language Center Section	Faculty	Faculty of Graduate of Studies
Position level	Level 2	Type of staff	Language Specialist
Supervisor	Deputy Dean as assigned by FGS Dean		

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.

Key Responsibilities

Key Responsibilities	Task Standard as set up by FGS	Key Performance Indicator
1. Take part in developing an English Test for Faculty of Graduate Studies as assigned.	designed, access, review	Submit the test in time No error in the test submitted The test has the quality as set by the FGS
2. Teach assigned English Courses	at least 12 hrs/ week	Positive student evaluation In time submission of test results Good quality course design & lesson plan as reviewed and indicated by peers assigned by FGS
3. Editing	assigned daily	No grammatical error found Check the abstract if it reflects the intent of the author and logically sound. Comply with English writing standards which are practiced by each faculty and FGS.
4. Take part in developing, organizing and/or teaching an Academic English and Learning Skill for Graduate Students.	as scheduled, or requested	Positive student evaluation In time submission of test results Good quality course design and lesson plan as reviewed and indicated by peers assigned by FGS
5. Conduct research or R2R in the area of Academic English Teaching Program.	as approved by the FGS	Quality proposal reviewed by the FGS research committee. Submit research or R2R report in time. Get published in the peer-reviewed journal.
6. Take part in international relations activities or promotion of the unit/ FGS upon request	as assigned	Positive feed back from the event organizer.
7. Provide a consultation to improve language and academic learning skills for students/ faculty members upon request or as assigned.	as assigned	Positive feed back from the students and faculty members.

* หมายถึง ตัวชี้วัดงานหลักตามตำแหน่งงาน (Job Key Performance Indicator)

Key Responsibilities

Key Responsibilities	Task Standard as set up by FGS	Key Performance Indicator
8. Working days including weekend are 5 days within 7 days a week.	as assigned	Be punctual and professional with good preparation.

Level of difficulties, Risk, and Major Challenges

<ul style="list-style-type: none"> - Diverse levels of student's English proficiency - Cultural difference between the teacher and students - Transitional period of the FGS policy and regulation during this contract. - Level of difficulties in the multiple objectives and complexities of student's ability to achieve courses aims.
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Education Background

Minimum Master or Doctoral Degree in English, Linguistics, Applied Linguistics, Teaching English as a second Language, Language and Communication, Political Science: Diplomacy & International Relations, or related disciplines

Professional Experiences

<ul style="list-style-type: none"> - Teaching English as a second language - Work experience in the specialties relevant for graduate programs offered at MU
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Key Competencies

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

Competency for the position

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

Other competencies

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