



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
<https://graduate.mahidol.ac.th/inter/?p=news&t=7>
or e-mail : grad_edtech@mahidol.ac.th

9. Application deadline : 30 April 2023

10. Eligible Candidates to take an examination will be announced on 15 May 2023.

Announced on 29 March 2023

Assoc. Prof. Dr. Prapimpun Wongchitrat
Deputy Dean for Administrations and Systems Development,
Mahidol University

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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MAHIDOL UNIVERSITY

Wisdom of the Land

Application No. _____

PHOTO

Taken within the last 6 months (3x4 cm.)

APPLICATION FORM

(University Officer)

Position Sought _____ Faculty _____

(Please write in BLOCK letters)

Personal Data

First Name Mr. Mrs. Miss _____ Middle Name _____ Last Name _____

Date of Birth (day/ month/ year): []/[]/[] Age _____ Nationality _____

Birth Place _____ Marital Status _____ Spouse's Name _____

Passport No. _____ Issued at _____ Date of Issue _____ Expiry Date _____

Current Address (In Thailand) _____ City/ Province _____

Permanent Address _____ City/ State _____

Tel. _____ Mobile _____ E-mail _____

Educational Background

List in order all of the institutions you have attended. All of the official transcripts or certificates over high-school level are required.

Name of Institution	Location/ Country	Degree	Year

Degree/ Certificate used to applied for job

Educational Level	Name of Institution	Degree	Field/ Major	Year Received

Employment Record

List in order all the experiences you have worked.

Work Period (year)	Position	Work Place	Salary	Reason for Leaving

Medical Record

Health Insurance No. _____ Insurance Company _____

Blood Group _____ Allergies: _____ Medications _____

In Emergency Contact: (Please Identify) _____ Relationship _____

Tel: _____ Fax: _____ Mobile: _____

Reference Person

Name of Local Guarantor _____ Relationship _____

Address _____ Tel: _____

Name of Guarantor in Thailand _____ Relationship _____

Address _____ Tel: _____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position. Any published document could be attached as paper.

I certify that all information above is all truth and understand that there is no any application fee.

Signature

Date

All information will be kept strictly confidential

----- *FOR OFFICIAL USE* -----

Application Documents:

- 1 photo 3x4 cm.*
- 1 copy of passport*
- 1 copy of visa*
- 1 copy official transcript or certificate*
- 1 copy of driving license*
- 1 letter of previous working credential*

Authorized Signature

Date