

Academic Associate - VATC English Center

I. DUTIES AND RESPONSIBILITIES:

- Conduct Placement Tests
- Observe classes and provide feedback
- Agree development plans with teachers
- Meet with teachers to provide any support needed
- Track teacher performance
- Be the main point of contact for any teacher related enquiries or issues
- Communicate all individual and company information to teachers
- Manage TA's in their tasks of monitoring and reporting on student progress
- Manage the testing process
- Ensure availability of materials for teachers
- Support the Center Manager with student issues
- Provide reports as required
- Substitute for classes

II. REQUIREMENT:

- 2 years teaching experience
- University Degree
- Fluent in English and Vietnamese; IELTS 6.5 or above
- Team building and leadership skills
- Communication and interpersonal skills
- Training and development skills
- Problem solving and decision making skills

III. SALARY & BENEFIT:

- Competitive salary package. The individual salary offered for potential candidates will depend on your abilities and your working experiences. Details will be discussed in the interview.
- Opportunities for further training.
- Opportunities for career development in a professional environment.

IV. HOW TO APPLY:

- An updated CV/resume
- A cover letter
- Copies of degrees and certificates
- To: Recruitment Team – ESL Academic Talent Management Dept.

Email: hr@iae.edu.vn | 0169 230 9254 (Ms. Ngoc Nguyen)