



# 北京外国语大学

## PASS留学基地

### ABOUT BFSU

Beijing Foreign Studies University (BFSU) is a key university affiliated to the Ministry of Education (MOE) and offers the largest number of language learning programs and other interdisciplinary studies in China. The university has been China's principal base offering excellent training and degree programs in foreign relations, foreign trade, foreign culture and foreign language learning and teaching. The university has turned out tens of thousands of graduates with high levels of proficiency in foreign languages, foreign relations or related areas in her history of seventy years. The university has won the name of "cradle for diplomats" in China thanks to her 400 outstanding graduates serving the country as ambassadors.



### ABOUT FLTRP

Founded in 1979 by Beijing Foreign Studies University, the Foreign Language Teaching and Research Press (FLTRP, also known as Waiyan Press in Chinese) has since grown into the largest ELT publisher and university press in China, ranking 3rd in sales turnover among all the publishing houses in China. FLTRP publishes in more than 30 languages, with the majority of its publications in English and an increasing number of works in Chinese. Waiyan Training Center, BFSU is the training center of FLTRP, which owns different training programs.



### ABOUT PASS International Education Center, BFSU

PASS is short for Program for Academic Success. PASS International Education Center, BFSU is a training institute for Chinese students who want to pursue further study abroad, which belongs to the Waiyan Training Center, BFSU. Backed by the mother university, the PASS center is devoted to providing high level international oriented programs, which include the PASS foundation program and A-level course. Established in 2009, the PASS center has helped hundreds of students get admitted by overseas universities successfully.

PASS foundation program is designed by PASS International Education Center, BFSU, which includes the English language training, academic skills, cultural knowledge, and subject /AP courses



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## Job Description

1. Job Title: English instructor

2. Job responsibilities:

We are looking for English teachers with responsible precise and patient teaching attitude, willing to teach youths, and be a good communicator with colleagues.

- 1). Follow the work schedule that is mutually agreed upon;
- 2). Submit a course syllabus for each course at the beginning of the semester for approval.
- 3). Follow the syllabus throughout the semester. If changes on the syllabus are necessary, prior notification to the teaching supervisor is required.
- 4). Submit teaching plans and handout materials for every teaching hour prior to the class week.
- 5). Collect and correct students' assignments/homework and assess students' performance on a progressive base.
- 6). Design and carry out semester quizzes, mid-term and final examinations at appropriate time and submit an overall evaluation report and a final score on each student's performance within three working days after the final exam.
- 7). Conditioned working period is no more than 30 lessons per week with about 45mins/lesson from Monday to Friday. The class size is no more than 30 youth students aged from 16-18.

3. Report to:

Teaching Supervisor of PASS International Education Center, BFSU

4. Work Location:

Beijing, Ulanhot of Inner Mongolia, Jizhou of Hebei province, Zhangzhou of Fujian province, Yulin of Shanxi province, Ganzhou of Jiangxi province.



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## Qualification

1. Native English speakers with excellent oral English skills.;
2. Below 60 years of age;
3. Bachelor degree or above, TESOL major or TESOL Certificate or TEFL Certificate is preferred. Have got the Bachelor's Degree before 2012(otherwise, is not eligible for a work visa in China);
4. Teaching experience of 1 year or more in ESL; Overseas, especially, Asian teaching experience will be an added advantage;
5. Basic computer skills and open to the usage of educational technology in teaching.

## Contact Us

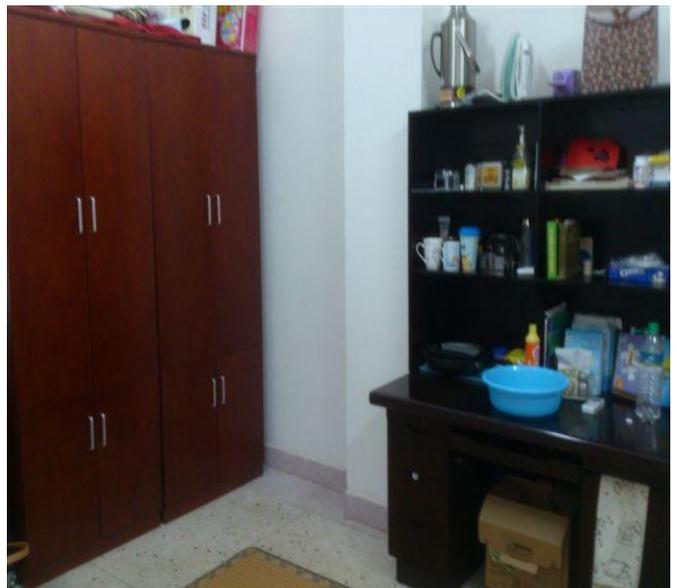


*The vacancies will remain open until suitable candidates are found.  
Please send your CV with a recent photo to [hr@beiwaionline.com](mailto:hr@beiwaionline.com).  
Appropriate candidates will have a face to face or Skype interview,  
and then send us one lesson plan. Decision will be made according to  
the interview and lesson plan. If you have friends who might also be  
interested in this job, feel free to send this notice to them.*



## Salary and Benefit

1. Salary will be based on employee's education and experience. RMB12, 000 and above before tax.
2. All recruited staff receive 20 days annual academic leave per calendar year;
3. Waiyan Training Center will reimburse one-way ticket or 1/2 a round trip ticket after 8 months of work (up to 4000RMB) and one-way ticket from Beijing to the employee's hometown at the end of one year(up to 4000RMB);
4. Waiyan Training Center will assist employee to apply for the work visa and covers the visa fee charged by the government in Beijing;
5. Health insurance is provided.
6. Free accommodation with single room, independent bathroom, internet access, simple furnitures and basic home appliance. The following pictures are just for reference.





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## Working · Enjoying

Apart from well-organized lessons, here, you could touch the profound history of China, surprised by its rich culture and experience the real Chinese life.

### Ulanhot



### Ganzhou



### Jizhou





# 北京外国语大学

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Working · Enjoying

## Yulin



## Zhangzhou



## Beijing

