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## Teaching Assistants in the Academy of Film and Creative Technology

Applications are invited for teaching assistant (TA) positions in the UG BA Art technology and Entertainment with Contemporary Entrepreneurialism of the Academy of film and Creative Technology at Xi'an Jiaotong-Liverpool University (XJTLU). The TA positions are open for all qualified interested graduate students (Masters and PhD students) on campus of XJTLU or other graduates in Suzhou. All applications will be considered by the recruiting panel which consists of two or more academic staffs in the Department.

### TA duties include:

- **XJTLU Master's students, XJTLU PhD students, and postgraduate (Master's and PhD) students from other universities**
  - 1) Laboratory demonstration and support for practical work in the classroom
  - 2) Attendance on and support with field courses
  - 3) Group tutoring
  - 4) Scheduled office hours for one-to-one tutoring
  - 5) Invigilation of formal examinations and/or class tests
  - 6) Marking of formative assignments with appropriate training
  - 7) Other appropriate activities as determined by academic units
- **At the discretion of relevant academic units, XJTLU PhD students may be permitted to undertake the following additional responsibilities with appropriate training and guidance:**
  - 1) Delivery of occasional formal lectures and/or seminars within their area of expertise after having received appropriate training and initial supervision from their supervisor or the respective Module Leader. Such training might be provided by individual academic units, or the Education Development Unit (EDU). Relevant health and safety issues should be covered in this training.
  - 2) Assistance in marking of summative assessments with appropriate training and under the supervision of the module leader, subject to prior approval from the Head of the academic unit delivering the module. However, they must never act



as the sole examiner on any summative assessment. All assessment tasks marked by XJTLU PhD students must be moderated, and they are not permitted to act as moderators.

### **Modules include**

- CAT301TC Commercial Project Design and Realization
- Related module tasks: Assisting logistics, such as field trip
- Related module tasks: Participation in key lab sessions

### **Skills and Knowledge**

- Proficient spoken and written English
- Excellent communication and interpersonal skills
- Excellent presentation skills, and skilful in Microsoft Office Software (Word, Excel, PowerPoint, etc.)
- Excellent organizational skills and attention to detail
- Be adaptable and open to change
- Previous TA working experience preferred
- High proficiency in Photoshop
- High proficiency in LMO

### **The pay rate for Academic Year 2024-25**

- XJTLU PhD students: RMB 60/hour (before tax)
- XJTLU Master's students: RMB 50/hour (before tax)
- PhD and Master's students from other universities: RMB 50/hour (before tax)

### **How to apply**



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Applicants should submit their application to [Zhonghao.chen@xjtlu.edu.cn](mailto:Zhonghao.chen@xjtlu.edu.cn) by the 1<sup>st</sup> of April 2025. Applicants are required to provide their CVs and academic transcripts of previous studies.

For XJTLU students, please apply for TA positions through the Teaching Assistant Management System(TAMS) <https://ta.xjtlu.edu.cn> directly.

The interview is expected to be arranged around mid-April, with decisions made **within 2 weeks** after the interview.