Confucius Institute – Part Time Volunteer Assistants Needed

Start from Sept.3, 2012

Title: **Confucius Institute Volunteer Assistants**

Application Deadline: until filled

Number of Positions: 10

Position Location Type: On Campus

Location: Brock University

Start Date: 09/3/2012

End Date: 04/26/2013

Hours are flexible/ to be determined on a project-by-project basis

Minimum Education Completed: Any Level

Application Information:

Apply through Confucius Institute by emailing to: ci@brocku.ca

Application Material Required: Résumé

Description & Duties:

The Confucius Institute Volunteer Assistants will support the Administrative office at Confucius Institute at Brock University with a number of duties in Fall and Winter Terms, such as:

- Assist with special event planning for the Institute, including such events as formal receptions, workshops, guest lecture series, student-based Chinese language competitions, among others
- Liaison to committees, departments and international groups responsible for on and off-campus events with whom the CI may collaborate on major annual events (such as International Education Week, Chinese New Year and Celebration of Nations)
- Support and assist in the development of a Confucius Institute at Brock website and regular newsletter
- Provide assistance with visiting delegations or special visitors from academic institutions, government, or business organizations in China
- At times, translation and cross-cultural communication skills will be utilized. Currently, Brock International and several Brock faculty / academic departments are actively involved with Mandarin speaking partners and institutions and the Institute will gradually provide support to these groups.

Qualifications:

- Student should have an awareness and appreciation of other cultures. Excellent interpersonal skills

and enjoy working with people of all cultures and backgrounds, in particular from China / Asia.

- Mandarin language skills would be a requirement - speaking, writing and comprehension. Excellent English speaking and writing skills would also be an asset.
- Strong computer skills are an asset.
- Creative ability to make create posters, newsletter, special invitations, and other materials is a definite asset.
- A strong understanding of Canada-China issues and affairs, as well as a general understanding of "internationalization" and what that means to us as a university would be extremely useful.

A certificate will be awarded in recognition of the skills and experience gained at the end of this job opportunity.

Confucius Institute is sincerely thankful for your interest in our position.