Announcement
The Faculty of Graduate Studies, Mahidol University
Application for Language Specialist Position

The Faculty of Graduate Studies, Mahidol University has opening(s) **3 positions** for Language Specialists to work at the International Networking and Business Promotion Section.

1. Position : Language Specialist **(3 positions)**

2. Salary   : 33,770 Baht

3. 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 or other related fields.
    (3) Age not over than 55 years.

4. 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.

5. Job Description as attached

6. Selection process   : Written examination and interview

7. Application :   Please submit the documents as in Item 4 above via either of the following.

    (1) in person   : Working day from Monday-Friday at 8.30 a.m. to 4.30 p.m.
    (2) via e-mail   : amornrat.pak@mahidol.ac.th
    (3) via post   : 25/25 Faculty of Graduate Studies, Mahidol University,
                    Human Resource Section 2 Fl.
                     Phuthamonthon, Salaya, Nakhon Pathom, 73170
                     Tel. 0-2441-4125 ext. 215-216

8. Application deadline :   September 25th, 2015

9. Eligible Candidates to take an examination will be announced on September 29th 2015.

Announced on   25 August 2015

Sunee Kan

Associate Professor Sunee Kanyajit, Ph.D.
Deputy Dean for Administrations,
Faculty of Graduate Studies, Mahidol University

Job Description

Name-Surname		Position	Language Specialist
Section	International Networking and Business Promotion 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 manuscript for faculty members 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.	at least once a month	Submit the test in time No error in the test submitted The test has a quality as set by the FGS
2. Teach graduate English courses: GRID Courses	as arranged in the time table	Positive student evaluation In time submission of test result Good quality courses design & lesson plan as reviewed and indicated by peers assigned by FGS
3. Edit graduate students' thesis abstracts.	as scheduled	No grammatical error found Check the abstract if it reflects the intent of the author and logically sound. Comply to English writing standard which practices by each faculty and FGS.
4. Edit faculty members' and students' manuscripts	as scheduled, or requested	No grammatical error found. Check the abstract if it reflects the intent of the author and logically sound. Comply to English writing standard which practices by each faculty and FGS.
5. 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 result Good quality course design and lesson plan as reviewed and indicated by peers assigned by FGS
6. Take part in developing, organizing and/or teaching an Academic English for the general public.	as scheduled, or requested	Positive student evaluation In time submission of test result Good quality course design lesson plan as reviewed and indicated by peers assigned by FGS

* หมายถึง ตัวชี้วัดงานหลักตามตำแหน่งงาน (Job Key Performance Indicator)