Position Title: Modern Languages Chinese Research Assistant

Hourly Rate: $7.50

Department: Asian Studies

Supervisor: Jingjing Lou

Account Number: 01-11132-00000-00000-xxxxx

Do multiple individuals hold this position at one time? □ Yes □ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work ______ hours per day, 2 hours per week.

The student will work □ Monday thru Friday □ Saturday □ Sunday □ any day of the week.

Hours are available during the following times of the day: ______.

Department/Position Overview

This position reports to the Chair of Asian Studies Program. The primary duty of this position is to assist the Chair in his or her research projects. Occasionally, the student assistant will be asked to fulfill some secretary duty as well, for example, working on advertising the Asian Studies Faculty Research Seminars. The student assistant will have flexible working hours and can often work from home. The student is expected to work 53 hours in total in the academic year, averaging about 2 hours a week.

For the academic year 2012-2013, to assist the current chair's research projects, the student assistant should have a specific skill set, including but not limited to reading and writing fluent Chinese, experience in transcribing interview notes, and previous knowledge (from literature review or from fieldwork) about China’s educational assistance to African continent.

Description of Duties and Tasks

□ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

□ Conform to an established work schedule; reliably work set hours as assigned

☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

□ Run errands on and/or off campus, including campus mail pick-up and delivery

□ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision
Required Training and Skills

☐ Ability to communicate in a concise and effective manner, both verbally and in writing

☐ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Completion of course on East Asian Education and Society; knowledge about Chinese education system and China's educational assistance to Africa

☒ Writing and reading fluent Chinese

☒ Experience in transcribing interview notes (in English and in Chinese)

☒ Previous research experience in the field regarding China's educational assistance to Africa