

English-Teaching Positions

Qufu Normal University, Shandong, China is currently looking for teachers to teach English as a foreign language for the academic year 2020-2021. The contract is from September 1st, 2020 to June 30th, 2021 with a possibility of extension. The workload is between 14-16 hours per week.

1. Qualification

- 1) Master or higher degree of Arts from an accredited university
- 2) At least two years of experience in teaching, or formal training from a government-recognized teacher preparation program
- 3) Native speaker of English
- 4) Understanding of the pedagogical practices associated with teaching English as a foreign or second language, or comparative literature
- 5) Demonstrated interpersonal and cross-cultural communication skills

2. Teaching scope

Audience: English majors, including undergraduates and graduates; non-English majors, including MA and PhD degree candidates.

Classes may be skill-focused, such as listening or reading, or they could be culture- or methodology-based.

3. Compensation

- 1) Monthly salary RMB 8K-10K depending on academic levels and teaching experiences. Is open to negotiation.
- 2) 6 weeks of winter vacation with a bonus which is equivalent to a month salary

4. Benefits

- 1) Furnished 2-bedroom apartment during the stay. Spouse and children are welcome. The water, electricity and heating costs are borne by Qufu, gas bill and personal daily expenses are to own expense.
- 2) Two-way international flight tickets
- 3) Basic medical insurance in China
- 4) Assistance in the Chinese visa application and work permit application.

5. Procedure for the Candidate

- 1) Send the resume. If qualified, an interview will be arranged
- 2) Interview
- 3) If passing the interview, submit the document #2-7 in <6. Application documents>
- 4) An electronic copy of the contract will be signed.

Meanwhile Qufu Normal University starts to apply for the candidate the Notice of Work Permit for Foreigners in China from OIEC (The Office of International Exchange and Cooperation).

- 5) Apply for Chinese work visa at the local Chinese Embassy with the Notice of Work Permit and invitation letter provided by Qufu
- 6) Enter China, sign formal contract when arriving in Qufu.
Qufu would apply for the official work permit and residence permit for the candidate

6. Application documents

- 1) Resume (please include the place of birth)
- 2) Electronic passport photo
- 3) Copy of Passport
- 4) Job qualification eg. teacher certificate or equivalent.

If the candidate does not have a teacher certificate or equivalent, a recommendation letter from the current or previous employer can be accepted.

- 5) Copy of certificate or diploma of the highest education (eg. Certificate of Bachelor Degree), which needs be notarized by a notary office and then authenticated in the Chinese Embassy
- 6) Certificate of Physical Examination

7) No-criminal record, which needs be notarized by a notary office and then authenticated in the Chinese Embassy

7. Schedule of Academic year

Fall Semester: August 22, 2020 to January 10, 2021

Spring Semester: February 22, 2021 to July 11, 2021

Statutory national holidays:

- 1) October 1, 2020 National Day Holiday and Mid-Autumn Festival
- 2) January 1st, 2021 New Year's Day
- 3) February 12, 2021 Spring Festival
- 4) April 4th, 2021 Qing Ming Festival (Tomb-Sweeping Day)
- 5) May 1st, 2021 Labour Day
- 6) June 14, 2021 Dragon Boat Festival

8. Others

Application deadline: July 31, 2020

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About the city

Qufu is a small city by Chinese standards with approximately 600,000 people but also a historical one well-known as the birthplace of Confucius. Located in Shandong province, a coastal province with developed agriculture in east China, transportation in Qufu is convenient. With the high-speed bullet train, trip to Beijing takes only 2.5 hours and to Shanghai 3.5 hours. The winters are mild, with the area rarely receiving snow that sticks to the ground. Spring is very short, with winter turning into hot weather fairly quickly. Within Qufu, there is a well-developed bus system as well as many taxis; some people also ride bicycles. The city is extremely safe, and has many restaurants and traditional markets. To buy most Western brands or products, one may travel to a larger city, however e-shopping could also serve as an alternative.

About Qufu Normal University

Founded in 1955, Qufu Normal University has always been focusing on education, with approximately 33,000 undergraduate and 4,600 graduate and post-graduate students. Most students come from Shandong province or other nearby provinces. There are around 15 international teachers from different countries each year.