

HONG KONG BAPTIST UNIVERSITY
SCHOOL OF BUSINESS

Recruitment of AIESEC Trainees – 4 Vacancies

'Got a passion for education and people development?

**'Got what it takes to help undergraduates become
more professional communicators in English and better business thinkers?**

'Willing to do what's needed to help Hong Kong students learn?

If your answer is YES, come and join us at HKBU!

Since 2010, the School of Business at Hong Kong Baptist University (HKBU) has employed AIESEC Trainees from different parts of the world, including Canada, the USA, the UK, Germany, Lithuania, Poland, Egypt, the Philippines, and Kenya.

The School is now recruiting recent graduates to serve on its AIESEC Trainee team for the next academic year 2017-18. The team will work on the Business Communications course that is taken by around 450 BBA students annually.

The team's role is to work with the BBA Business Communications lecturer on all aspects of teaching and running the course. This will include:

- Assisting with preparing and implementing lessons and assessments
- Assisting with the development of teaching and learning materials
- Facilitating group discussions and providing other student support in class
- Running out-of-class consultations to help students improve their performance
- Providing feedback on students' written and spoken assignments
- Providing day-to-day course administration support (e.g. student liaison, maintenance of course sites)

Join us to:

- Make a key contribution to the success of a large-scale university course
- Gain insight and experience valuable to a career in education or people development
- Make a positive impact on others' lives through sharing your business acumen and effective communication skills
- Be part of an international, multicultural team
- Experience working life in Hong Kong, one of Asia's most vibrant cities.

Service Period: 17 August 2017 – 31 May 2018
Working Hours: 39 hours per week
Monthly Allowance: US\$2,413 (HKD18,700 - Basic salary HKD14,700 plus accommodation allowance HKD4,000)

Successful candidates will have:

- a good bachelor's degree and a background in business/marketing/management/law (essential)
- full professional competence in English (ideally a native English speaker; minimum TOEFL 83 or IELTS 7)
- excellent spoken and written communication skills in English
- an interest in education/people development
- passion and competence for intercultural exchange, and for motivating and coaching students to sharpen their business thinking and communication skills
- knowledge of the fundamentals of language (grammar, vocabulary, etc.)
- initiative, solid task management abilities, excellent team skills, a strong sense of responsibility and the flexibility to cope with a fast-changing environment.

Application Procedure:

Please send **(1) your resume, (2) a cover letter, and (3) a 1-minute self-introduction video** to Career Services Section by email: busd-css@hkbu.edu.hk marked with the email subject: ***Application for AIESEC Trainees_SURNAME, First name. Please rename the documents as appended***

- LAST NAME, First name_Cover Letter
- LAST NAME, First name_Resume
- LAST NAME, First name_Video

Please send **all three** requested components of your application; incomplete applications will not be reviewed. The job advertisement will end until the 4 vacancies are well filled (mid-August 2017).

About HKBU School of Business

HKBU is one of eight publicly-funded universities in Hong Kong. Since 1956, HKBU School of Business has provided innovative business education to students from across the globe. The School has achieved recognition from the three largest and most influential business school accreditation associations: The Association to Advance Collegiate Schools of Business (AACSB International), The Association of MBAs (AMBA), and The European Quality Improvement System (EQUIS). The School is among the 1% of the world's business schools to have been triple-accredited. For more information about the School, please visit: <http://bus.hkbu.edu.hk/>.