

**HELP WANTED: Department of Chinese, Chinese Lab Tutor** 中文語言實驗室助理

The Department of Chinese and Japanese is looking for native or near-native speakers of Chinese to work in our Chinese Language lab. We look for candidates who can speak standard mandarin Chinese fluently and read both traditional and simplified forms of written Chinese. You must be mature, responsible, and enjoy working with language-learners. [FOR MORE INFORMATION, PLEASE SEE <http://www.grinnell.edu/academic/chinese/jobs/> or pick up an information sheet at CARN 115.]

**Department of Chinese, Chinese Lab Tutor** 中文語言實驗室助理  
**Job description**

***About the lab:***

Students enrolled in Chinese language courses (first through fourth year) are required or encouraged to come to the language lab for extra help and one-on-one spoken language practice. Some students are just beginning and need help with the basics of pronunciation (especially tones!), grammar, and vocabulary. At the other end of the spectrum, we also have advanced students who have spent time studying Chinese abroad and may need advanced spoken language practice and help correcting longer written compositions. The lab is open twelve hours per week, **Mon., Tues., and Wed., from 8-10 p.m.; and Sun. and Thurs., from 8-11p.m. in CARN 314,** and there are two tutors (and any number of students) present when the lab is open.

***Lab tutor responsibilities:***

1. Provide level-appropriate language practice. Students may come to you with specific questions, such as “can we practice this sentence pattern” or “how do you use this vocabulary item.” If students just want to practice talking but don’t have specific questions or goals, please take a quick look at the student’s textbook and try to encourage the student to use vocabulary and grammar from the current lesson.
2. Help students with writing characters. Students need help with proper character-formation, including proper stroke order. We understand that often adults are used to writing quickly and may not use (or even remember) the standard, proper stroke order; if you are not sure about the stroke order, please look at the textbook or ask a faculty member.
3. Acting as interviewees for assignments if students have an assignment requiring them to interview a native speaker.
4. Assist students with revising or polishing written compositions.

***Hours and pay***

Each lab tutor will be assigned to work sometime during Mon., Tues., and Wed., from 8-10 p.m.; and Sun. and Thurs., from 8-11p.m. in CARN 314 during regular semester weeks. The pay is \$9.10/hr.

***Specific job expectations:***

These are competitive positions. If you have been hired it is because we feel that you are able to meet our high standards. If you fail to meet job expectations, Chinese faculty will meet with you to discuss your job performance. Continued / repeated failure to meet expectations will result in dismissal. For any questions and concerns, please contact Student Lab Leader Yanling Xu [xuyanlin@grinnell.edu] and Prof. Jin Feng [fengjin@grinnell.edu].

1. Please arrive on time or a few minutes early for your assigned lab shift. Before each shift, the designated tutor should pick up the signup sheets from the Chinese department on the fourth floor of Carnegie. After the lab closes, the sheets should be returned to the Chinese department.
2. In the case of illness or another emergency situation, you are responsible for asking one of the other lab tutors to take your shift. If you must do this, notify the lab leader beforehand. Please do not make a habit of switching shifts. We will try to make the schedule regular and consistent every week. If you need a change to the regular schedule, please talk to the lab leader and faculty directly.
3. Do not do homework or other assignments in the lab unless there are NO students present. Once a student walks in, any such work/reading must cease immediately, and *both* tutors should turn their attention to the student(s).
4. Follow instructions from the Chinese faculty members regarding specific course and homework policies. If you have any questions or problems, please do not hesitate to contact faculty members for help.
5. **Students who attend lab are required to fill out the sign-up sheet.** This is very important, since faculty members use this to see whether students are utilizing the lab, and the College also uses this information to determine funding. Please confirm that students have filled in the sign-up sheet **in English and legibly** before you begin to work with them.
6. Although the difference between “helping students learn” and “doing their work for them” is sometimes very obvious, there is often a fine line between appropriate and inappropriate assistance. As a general principal, tutors are expected to provide assistance that helps students learn and improve on work already done, but they are not permitted to do student assignments for them. This will be discussed in detail at the lab tutor training and orientation and with students in class, and individual instructors may also provide guidelines regarding their expectations for particular classes or assignments. If you have any questions about whether something is “appropriate assistance,” please do not hesitate to ask the relevant instructor for guidance.
7. There will be an orientation and training session by Academic Advising at the beginning of each semester, and attendance is *mandatory*. You may also be asked to attend meetings during the semester.
8. Every Thursday lunch the Chinese Department holds Chinese Table in 224C at the Rosenfield Student Center. Students and faculty are encouraged to have lunch together and converse in Chinese. Tutors are not absolutely required to attend, but you are strongly encouraged to participate in this and other departmental functions. Participation is a way of showing your enthusiasm for your job and is very encouraging to the students you tutor.

#### **Application procedure:**

**The application deadline is August 29, Thursday, at 12 p.m. All applicants are required to attend a meeting at 4:30 p.m. on Friday, August 30, on the 4<sup>th</sup>-floor of CARN. Applications must be submitted to Patty Dale in CARN 115.** You may download and print out the form as a PDF from <http://www.grinnell.edu/academic/chinese/jobs/> **Applications should be handwritten.** If you have any questions about the application procedure, please email Prof. Jin Feng [fengjin@grinnell.edu].