



Professor Assistant (“PA”)

About SCP

Summer China Program (“SCP”) International Summer School, supervised by **China Education Association for International Exchange**, is dedicated to provide world class higher education in China. Besides providing teaching faculty from Ivy League and other prestigious institutions and extraordinary, life-changing educational summer experience, SCP allows students to earn up to 12 academic credits, save tuition, and accelerate their undergraduate education.

Available Positions:

1. Professor Assistant

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#),

2. Operational Assistant

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#)

3. Writing Center Instructor

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#)

4. Marketing Manager/ Assistant

Full-time, at [Beijing Office](#)

Job Description:

Academic integrity and excellence are essential to the success of SCP International Summer School. SCP is proud to announce its distinguished visiting professors from prestigious universities around the world, such as **Harvard, Yale, Upenn, UChicago, Columbia, NYU, USC** ...and many more. SCP is seeking students who have strong academic background in relevant subjects and good interpersonal & managerial skills to support professors regarding academic and life issues.

Professors List: <http://www.scpeducation.org/en/current-faculty.html>

Responsibilities:

1. Each PA will be assigned to 2 courses which the professor teaches.
2. Go to the classes, take attendance (14 hours/week)
3. Conduct daily office hour (1 hour/day; 5 hours/week)
4. Grade homework, papers and exams (5 hours/week)
5. Provide personal assistant to professors (10 hours/week)
6. Work at Tutoring Center (5 hours/week)
7. Other administration works (1 hour/week)

Qualifications:

1. **Standing:** upper-class undergraduates/ graduate students from US/Canada university/ college
2. **Academics:** Strong academic background in relevant subjects
3. **English:** High proficiency in English



SUMMER CHINA PROGRAM

SCP 国际暑期学校

中国教育国际交流协会主办



中国教育国际交流协会

CHINA EDUCATION ASSOCIATION FOR INTERNATIONAL EXCHANGE

4. Great sense of responsibility and integrity; Attention to details and ability to multi-task
5. **Experience:** Previous experience as TA/ tutor is a plus
6. **MS Office:** Proficient in Word, PowerPoint, and Excel
7. **Housing:** Applicants who do not require on-campus housing are preferred
8. **SCP Students:** Current SCP Students are NOT eligible to apply for PA positions

Job Duration:

1-day training (June 25) + 2013/6/26-8/6

Approximate hours per week: 40-45 hours/ week, 5 days/week, may be requested to work extra hours at night or on weekends

Compensation: RMB 3,000 (total)

Number of Openings: 40 (Beijing and Shanghai)

How to Apply:

Fill out Application Form: [Here](#) (Resume and electronic transcript are required).

Candidates who pass our initial screening will be invited to participate in one or two Skype interviews with the management team of SCP International Summer School.