

School of Liberal Arts Employment Opportunity: Applications Open for English Language Specialists

English Program, School of Liberal Arts, Sukhothai Thammathirat Open University is looking for two qualified English language specialists to join their team.

1. Qualifications:

1.1 Not more than 59 years of age at the time of application

1.2 M.A. (TEFL, TESOL, English Language Teaching or other related fields) or B.A. (English or other fields)

1.3 Majoring in linguistics, TEFL or TESOL certificate is preferable.

1.4 Experience in online language teaching or distance learning would be an advantage.

2. Job Description and Contract:

2.1 Helping to produce self-instructional materials and other educational media (writing, proofreading and editing textbooks and assisting with online media) including developing e-learning courses

2.2 Giving consultation to the English Program

2.3 Writing, proofreading, reviewing and marking exam papers

2.4 Developing training courses

2.5 Teaching staff development courses

2.6 Other tasks assigned by the School of Liberal Arts

2.7 The contract is one year, renewable upon evaluation

3. Benefits:

3.1 Salary 38,620 Baht/month. The rate is NON-NEGOTIABLE being the approved rate for a public university

3.2 Housing allowance 8,000 Baht/month

3.3 Bonus 38,620 Baht after completion of working in a fiscal year

3.4 Overtime pays

4. Work Details:

4.1 Working hours: Mon-Fri 8.30-16.30, air-conditioned office room equipped with computer, telephone

4.2 10 days annual leave

4.3 Social insurance provided

4.4 Accompanied during all steps to get a working visa and work permit approved.

However, the applicant will cover the cost of these fees.

5. Required Documents:

5.1 Resume or CV

5.2 Copies of transcript(s) and degree certificate(s). The first-degree certificate needs to have an apostille.

5.3 A copy of passport

5.4 A letter of recommendation, including the telephone number and e-mail of a referee

(Submit all the documents to Kamonlaporn Sirisophon, at e-mail:

kamonlaporn.sir@stou.ac.th. We cannot process the application without receiving ALL the required documents.)

**The English Program is committed to maintaining the highest academic standards and respect the duty of care which we owe our university staff and students. In order to do this, applicants should note that we shall confirm the validity of qualifications submitted with the issuing institution of each qualification. Contracts will be terminated immediately if any qualifications are subsequently found to be invalid, incorrect, or fraudulent.

6. Application Schedule:

6.1 Application period: 10 October – 30 November 2024

6.2 Written exam and interview: The shortlisted candidates will be contacted to schedule the date.

For more information

If you have any questions, contact Kamonlaporn Sirisophon at e-mail: kamonlaporn.sir@stou.ac.th

This announcement was posted on October 10, 2024.

Vasan Rattanapoka

(Assistant Professor Vasan Rattanapoka)

Dean of School of Liberal Arts