

## Associate Instructor (English Skills)

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Company: PRTR

Location: Bang Rak

Category: other-general

Our client is the world's foremost authority on diamonds, colored stones, and pearls. A public benefit, nonprofit institute.

### **Responsibilities**

Providing a positive, constructive, and creative learning environment for students in the On-Campus Gemology Program and Lab classes.

Instructing students in the On-Campus Gemology Program and the On-Campus Gemology Lab classes in utilizing gemological equipment including, but not limited to microscope, spectroscope, refractometer, polariscope, dichroscope, audio-visual aids, and other materials to supplement presentations.

Assisting in curriculum development, creating educational delivery, and course materials for the On-Campus Gemology Program and the On-Campus Gemology Lab classes.

Addressing student concerns, complaints, or issues promptly, and effectively interfaces with the Dean of Students, Director, Education, and/or other appropriate Education staff as needed for further action.

Counseling students regarding academic performance and methods for improvement.

Maintaining and fostering sensitivity and respect for a culturally diverse classroom environment.

Participating in Education meetings and training as needed concerning course material instruction, student concerns, operational and administrative procedures, etc.

Proctoring tests; and receiving, correcting, and processing student assignments.

May developing Instruction Guide and assemble educational trade material for student instruction.

Experience in related practical jewelry industry and gemology is preferred.

### **Qualifications**

Ability to demonstrate a command of theory and contemporary knowledge, including continued studies.

Ability to effectively present course material and provide answers and feedback to students in Thai and English.

Strong command of written and spoken English.

Computer proficiency in Microsoft Office.

Energetic and confident with a pleasant personality.

Strong interpersonal and organizational skills.

### **EDUCATION and EXPERIENCE**

Bachelor's degree in Science or related fields.

Direct experience teaching and tutoring in English in an international environment is a plus.

Ability to demonstrate a command of theory and contemporary knowledge, including continued studies.

Ability to effectively present course material and provide answers and feedback to students in Thai and English.

Strong command of written and spoken English.

Energetic and confident with a pleasant personality.

Strong interpersonal and organizational skills.

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