



Announcement

Ratchasuda College, Mahidol University

Application for English Native Language Specialist (Foreign Expert Level II)

Ratchasuda College, Mahidol University is opening for 1 position for International Relations Officer (Foreign Expert Level II) to work in the International Relations Unit, General Administration Section.

1. **Position:** English Native Language Specialist (Foreign Expert Level II)
2. **Salary:** 33,770 Baht/ month
3. **Accommodation allowance:** 8,000 Baht/ month
4. **Welfare** Social welfare
5. **Specific qualification:**
 - 1) An fluent English speaker
 - 2) A Master's Degree or Doctoral Degree in English, Language and Communication, International Relations, Teaching English as a Foreign Language or other related fields.
 - 3) Age not more than 35 years old
 - 4) Thai language skill (speaking/ writing/ reading) will get special consideration
6. **Application documents:**
 - 1) Duly filled in Application form (with CV)
 - 2) One recent photo (JPG org PNG) (less than 200 kb)
 - 3) One copy of degree certificate (with an officially certified English Translation)
 - 4) One copy of academic transcript (with an officially certified English Translation)
 - 5) One copy of passport and visa (with Non-B)
 - 6) One reference letter from your previous employer
7. **Job description:** Work in the International Relations Unit in the General Administration Section and perform duties such as editing, proofing English materials and giving advice in English regarding documents, academic papers, RS journal, and writing technical letters in English. The job also includes planning, managing and collaborating with staff on projects, supporting the writing of academic papers, articles or research papers, and performing other roles from junior commander, supervisor and administrators. (more detail is attached)

/8. Selection.....

8. **Selection process:** English proficiency exam and interview

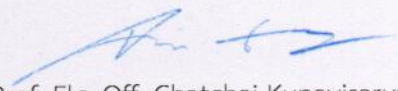
9. **Application:** Please submit the documents as in item 6 above via MU e-recruitment:

<http://www.op.mahidol.ac.th/orpr/E-Recruitment/index.php>

10. **Application deadline:** 15th November 2022

11. Eligible candidates to take an examination will be announced on 24th November 2022.

Announced on 26 October 2022



Asst. Prof. Flg. Off. Chatchai Kunavisarut

Vice President for Student Affairs and Alumni
Acting Dean of Ratchasuda College, Mahidol University

Job Description

Name – Surname		Position	International Relations Officer
Unit/ Section	International Relations Unit, General Administration Section	Faculty	Ratchasuda College, Mahidol University
Position Level	Level II	Type of Staff	Foreign Expert Level II
Junior Commander	Acting Head of International Relations Unit		
Supervisor	Acting Deputy Dean for Research and International Relations		

Roles and Responsibilities

Work in the International Relations Unit in the General Administration Section and perform duties such as editing, proofing English materials and giving advice in English regarding documents, academic papers, RS journal, and writing technical letters in English. The job also includes planning, managing and collaborating with staff on projects, supporting the writing of academic papers, articles or research papers, and performing other roles from junior commander, supervisor and administrators.

Key Responsibilities

Key Responsibilities	Task Standard as set up by IRRS	Key Performance Indicator
1. Coordinate, build and maintain relationship with local and international staff to promote the reputation of Ratchasuda College	as assigned	Ratchasuda College is well-known at international level
2. Plan, manage and coordinate international affairs	as assigned	Active engagement with networking activities
3. Coordinate international training programs or international visitors, explain work of RS and guide units and explain each unit of the College to visitors	as assigned	Positive foreign visitors' evaluative comments high potential as guide tour of RS
4. Facilitate and support foreign visitors assigned by junior commander/ supervisor/ do the minute of the meeting in English of every visits.	as assigned	
5. Edit and provide advice to faculties and staff on English documents and/or academic papers	as assigned	No grammatical error in documents. Checked document or papers reflect the intent of the author and are logically sound.
6. Facilitate and take part in International Relations activities/ projects or the promotion of the unit/ RS upon request or as assigned	as assigned	KPI is achieved
7. Propose or create plans/ ideas/ processes of IR works for the betterment of the college	as assigned	IRRS is well-known through the number of contacts received
8. Take part in developing, organizing and/ or teaching academic English and learning skill for faculties and staff	as scheduled, or requested	Positive faculty members' evaluation
9. Provide consultations to improve language and academic	as assigned	Positive feedback from faculty members

Key Responsibilities	Task Standard as set up by IRRS	Key Performance Indicator
learning skills for faculty members upon request or as assigned		
10. Responsible for monitoring and reviewing the English version RS website	as assigned	Website is up to date
11. Working days may include weekend in addition to 5 days within 7 days a week	as assigned	Punctual and professional with good preparation

Level of difficulties, Risk, and Major Challenges

- Diverse levels of faculty members' English proficiency
- Cultural difference
- Language communication

Education Background

Minimum, Master or Doctoral Degree

Professional Experiences

- Work experience in the specialties relevant to job description

Key Competencies

- English competency
- Thai language competency (will get a special consideration)

Competency for the position

Knowledge	Skills	Performance
Academic English	English skill	Human Relations
Research Methodology	Computer skills	Communication skills
	Report/ minute writing skills	Cultural sensitivity

Other competencies

Thai language skill (speaking/ writing/ reading)/ will get special consideration