

# Resources Coordinator Intern for Teach in China

## Internship Position: Resources Coordinator Intern

### Company Background

**Teach in China.** (TIC) is a new B2B service of Genius International Education dedicated to connecting the native English speaking teachers in North America with reputable schools and English teaching institutions in China. We connect two different types of teachers – online tutors and in-person tutors. Teach in China works closely with colleges in North America and our educational business partners in China to help provide qualified English speaking instructors to teach in schools, kindergartens and institutions.

### Description:

We are looking for a highly motivated resources coordinator intern to coordinate with the teacher-candidates for the services offered by the company. The intern needs to coordinate with needs of both teacher-candidates and their future Chinese employers, including the contract term, compensations, airfare, starting dates. The intern should collect the candidates' basic info, resume, run the background check and verify their degrees, etc. The intern should also work with the Social Media Marketing Intern on recruiting the candidates as many as possible.

### Qualification Requirements

- Proficient with Microsoft Office Suite and email system
- Has strong written and verbal communication skills and capable of multitasking
- Is a motivated self-starter and is comfortable working in early-stage companies with limited resources
- Can meet deadlines and submit weekly progress reports
- Has a helpful and healthy attitude
- Chinese speaker will be a plus

### Compensation

- 10 hours per week minimum
- \$12 per hour

### Time Frame

This internship requires a minimum of 10 hours per week and starts ASAP.

Please submit resume and cover letter to [jessica.yang@gnsedu.com](mailto:jessica.yang@gnsedu.com)