

POSITION:
OFFICE ASSISTANT

LOCATION:
The Chinese Flagship Overseas Capstone Program in Taiwan, National Yang Ming Chiao Tung University, Yangming Campus, Shipai, Taipei

SUMMARY:
The Office Assistant plays a key role in helping the Resident Coordinator (RC) maintain outstanding student support throughout the intensive Flagship program, which is a ten month-long study abroad program in Taipei City at National Yang Ming Chiao Tung University for college students (mostly seniors) who are at an advanced level of proficiency in Chinese. The RC is responsible for providing quick and comprehensive support for students in their daily lives and during emergencies.

EMPLOYMENT AND START DATE:
This position begins on March 1, 2022. This is a full-time, three-month long position. After the initial three months (March 1, 2022 – May 31, 2022) of employment, if the Office Assistant has had a satisfactory work performance, they can apply for the position of RC if the position is available. This is also contingent upon funding.

PRIMARY RESPONSIBILITIES:

- The Office Assistant helps students adapt to the host-country culture and assists them in developing meaningful connections with members of the local community.
- The Office Assistant assists with the Taiwan Center's cultural activities, holiday celebrations, and local excursions.
- The Office Assistant must be available to take students to the hospital if needed

REPORTS TO:
Project Directors, Chinese Flagship Overseas Capstone Program in Taiwan

QUALIFICATIONS:

- Undergraduate degree in any discipline
- Fluent in both English and Mandarin Chinese
- Have study abroad experience in either Taiwan or America
- Is calm under pressure, outgoing and personable, and has great communication skills
- Can work together with others on a team
- Can communicate with and form strong bonds with students
- Strong problem-solving skills
- Organized and efficient, can handle multiple tasks at once and can complete tasks before their deadlines
- Has cross-cultural knowledge
- Passionate about introducing Taiwan to American college students

SALARY:
NYCU salary scale at NT\$ 32,000/month. Salary is commensurate with qualifications and

experience.

APPLICATION:

Send a resume in English and Chinese with a personal statement in English to: taipeicapstone@hunter.cuny.edu before March 10, 2022. Review of applications will continue until the position is filled.

QUESTIONS:

Please write to: taipeicapstone@hunter.cuny.edu