



Job Title:	PART-TIME TEACHING ASSISTANT / 兼职助教
Department/部门:	Academic Department/教学部
Location/工作地点:	218 Nguyen Van Huong, An Khanh, HCMC
HR Contact/联系方式:	human.resources@nihaoma-mandarin.com

Welcome to Ni Hao Ma – Mandarin Learning Lab (NHM VIET NAM), an international EdTech company dedicated to delivering a world-class Mandarin learning experience to learners of all ages.

欢迎加入 *Ni Hao Ma – Mandarin Learning Lab (NHM VIET NAM)*, 一家致力于为各年龄段学习者提供世界一流中文学习体验的国际教育科技公司。

Our mission is to empower learners to explore, engage in, and excel in the Chinese language and culture anytime, anywhere.

我们的使命是帮助学习者随时随地探索、参与并精通中文语言与文化。

At NHM VIET NAM, we envision becoming a leading Mandarin learning community where learners of all levels can connect, support, and inspire one another.

在 *NHM VIET NAM*, 我们致力于打造一个领先的中文学习社区, 让不同水平的学习者能够互相连接、支持与激励。

Our core values include joyful and shared learning experiences, modern and practical Mandarin, a trusted environment, and thoughtful service.

我们的核心价值观包括快乐共享的学习体验、现代实用的中文教学、值得信赖的环境以及贴心的服务。

What sets us apart is our commitment to delivering unique and enriching learning experiences.

我们的独特之处在于始终致力于提供富有特色且充实的学习体验。

If you are passionate about working in an international and professional environment with dynamic colleagues, join us on this exciting journey.

如果您热爱在国际化、专业且充满活力的团队中工作, 欢迎加入我们, 共同开启这段精彩旅程。

JOB DESCRIPTION

ROLES AND RESPONSIBILITIES

- 1. Before the class/课前:**
 - Organize the classroom : Table Chairs
整理教室: 摆放桌椅。
 - Prepare Materials : Pencils, white
准备材料: 铅笔、白板及其他所需用品。
 - Ask Teacher about lesson plan
向老师了解课程计划。
 - Ask about assigned duties with students and classroom activities.
了解与学生及课堂活动相关的助教任务。
- 2. During the class/课堂期间:**
 - Ensure students safety, attention and good behavior
确保学生的安全、专注力及良好行为表现。

- Assist the teacher in the group time
在小组活动时间协助老师。
 - Watch the kids during the break and toilet time
在课间休息及如厕时间照看学生。
3. **After the class/课后 :**
- Remind the kids to take their belongings
提醒学生带好个人物品。
 - Bring students to their parents / driver
将学生交给家长或接送司机。
 - Only share about how they are engaged in class and guide the teacher for any other questions.
仅反馈学生在课堂上的参与情况, 其他问题请家长咨询主讲老师。
 - Clean up the classroom:Table Chairs .
清理教室:摆放桌椅。
4. **Marketing events for Schools and Malls/学校及商场推广活动 :**
- Assist and follow task of team leader
协助并完成团队负责人分配的任务。
 - Set up and conduct activities for kids
布置并开展儿童活动。
 - Tidy up after the event.
活动结束后整理现场。

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Able to read, write, and communicate in Chinese effectively.
具备良好的中文听说读写能力。
- Passionate about education and working with children.
热爱教育行业, 喜欢与儿童互动。
- Responsible, proactive, and a strong team player.
责任心强, 积极主动, 具备团队合作精神。
- Flexible schedule, especially evenings and weekends.
时间灵活, 可配合晚间或周末排班。

WHY SHOULD YOU APPLY?

- International and experienced working environment.
国际化且经验丰富的工作环境。
- Dynamic teammates.
充满活力的团队伙伴。
- Regular training and team sharing sessions.
定期培训与团队分享会。
- Competitive salary.
具有竞争力的薪资待遇。

Working hours: FLEXIBLE

工作时间: 灵活安排。

HOW TO APPLY?

Send your CV or resume to email: human.resources@nihaoma-mandarin.com with title **[Nihaoma] - Position - Full name**. For further information about Ni Hao Ma - Mandarin Learning Lab, please kindly contact us by email.