NOW HIRING

CHINESE-LANGUAGE PRODUCTION ASSISTANT

The Department of Asian Languages & Cultures and the UM’s Language Resource Center seek a part-time production assistant for an instructional website on Chinese pronunciation and tones.

Duties to include:
• typing Chinese characters, pinyin and tones
• linking media into provided templates
• proofreading and editing site content including text, audio and video links
• other duties as assigned by project manager.

Qualifications:
• Competence in Chinese word processing (characters, pinyin and tone marks);
• Native Chinese proficiency;
• Proficiency in Pinyin Romanization;
• Excellent English communication skills;
• Ability to work well independently and with development team.

Standard Mandarin pronunciation and familiarity with webpage development a plus.

Bulk of work to be completed Summer 2006 continuing into Fall 2006. Compensation $12/hour. (Official University Title: INSTRUCTIONAL AIDE #01160)

To apply, email the following using Subject line: CHI PRODUCTION ASST to lrc.hiring@umich.edu:

1) Cover letter in English
2) Resume
3) 3 references
4) Examples of previous work representative of skills, including a description of your role and or tasks you completed for each sample work