



Full-Time Position

Academic English Editing/Proofreading

The Graduate School, Kasetsart University, Bangkok, Thailand

Job Summary:

- English editing and proofreading graduate thesis and independent study abstracts
- Teaching graduate student classes in conversation, presentation preparation, abstract writing, academic writing, email writing etc. in the English language
- Teaching English to staff of The Graduate School
- Providing information to international students via telephone, email, social media, and in-person
- Assuring the proper functioning and contents of The Graduate Schools website
- Reviewing documents relating to The Graduate School's international affairs
- Assisting with international student activities
- Other assignments related to the international affairs of The Graduate School

Qualifications:

- **Must be a native English speaker**
- **Not over 60 years of age**
- University graduate, preferably with a degree in English
- Experience in English editing and the preparation of academic manuscripts
- Some Thai language proficiency preferred (speaking and reading)
- Experience teaching English is beneficial

Salary:

32,510 Baht per monthly with an annual contract

Business Leave or Holiday:

Not more than 10 working days but not during the first 6 months of the employment term,
plus official Thai holidays

Application: Application must include:

- Resume
- Educational transcripts
- Recommendations from previous employers
- Passport and residency information

Documents Submission Methods:

By Mail: Mr. Sorawut Chanasattru
The Graduate School, Kasetsart University
P.O. Box 1104, Chatuchak, Bangkok 10903, Thailand

By Email: fgraswc@ku.ac.th

Application Deadline:

Friday 22 February 2019

Interview Date:

To be announced