



**Full-time Position, Academic English Editor/Proof Reader
The Graduate School, Kasetsart University, Bangkok, Thailand**

Job Description:

- English editing/proof reading of graduate thesis abstracts and /or independent study abstracts including providing suggestions of academic writing to graduate students
- English teaching, for example: conversation, presentation preparation, abstract writing, academic writing, email writing etc. for graduate students, and English training for the Graduate School staff and complete the summary report of the activities
- Providing information and assistance to international applicants in graduate study admission and/or scholarship application processes via emails or in person
- Other Assignments related to the international affairs of The Graduate School

Qualifications:

- **Must be a native English speaker**
- **Not over 58 years of age**
- University graduate, preferably with degree in English
- Experience in English editing and preparation of academic manuscripts
- Some Thai language proficiency (Speaking and Reading) preferred
- Experience in English teaching beneficial

Salary: 32,510 Baht/monthly (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:

- Curriculum Vitae
- Educational transcript
- Recommendations from previous employers
- Passport and residency information

Submit to:

Mr. Sorawut Chanasattru

Email: fgraswc@ku.ac.th

Or Mailing Address:

The Graduate School, Kasetsart University

P.O. Box 1104, Chatuchak, Bangkok 10903, Thailand

Application Deadline: Friday July 21, 2017

Interview Date: To be announced later