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ELT Summer Helpers **(Primary/ Junior Secondary / Senior Secondary)**

Job Responsibilities:

- proofreading and editing English learning materials for local primary school and secondary school students
- writing short exercises or questions
- checking and editing audio recordings
- checking e-books and creating content for other digital resources

Job Requirements:

- Year 1 or 2 undergraduates with a major in English Language
- Good command of English
- Attention to detail
- A positive and proactive working attitude
- Knowledge of MS Office applications

Working period:

- May to August/end September 2019
- 5 days a week is preferable (negotiable)

Applications, including curriculum vitae and your preference of team (Primary/ Junior Secondary/Senior Secondary), should be email to hr.hk@oup.com **by 7 April 2019**. Shortlisted candidates will be invited for an interview in mid-April.

We are committed to supporting diversity in our workforce, and ensuring an inclusive environment where all employees can thrive. We seek to employ a workforce representative of the markets that we serve, and encourage applications from people of all ethnic, cultural and social backgrounds.

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We will only use your personal information to process your job application.