

Global Co-op Job Description Template

Suggested road map for global co-op job descriptions

1. Heading – Organization; Co-op job title; plus any noteworthy information such as:
 1. language requirements
 2. If it is a time frame other than 6 months
 3. language requirements
 4. Housing
 5. Stipend
 6. Skype Interviews
 7. CSSH Global Co-op course stuff
 8. Etc.
2. Location
3. Summary of organization (description of mission, people, environment, etc.)
4. Summary of job description and expectations
5. List or narrative of desired qualifications (hard skills, soft skills, personal attributes, experience)
6. Learning outcomes and professional take-away(s)
7. Hours
8. Additional Benefits (free language classes, etc.)
9. Environmental, cultural information
10. Other information (Travel tips, etc.)
11. Quotes from co-op students

Example of a co-op job description

Aston English School, Vietnam

English Trainer Co-op

- Language Requirement: Intern must be a native speaker of *English*
- Housing Provided
- Monthly Stipend
- Must have Skype address for interview

Location: HoChiMinh City, Vietnam - District 1, District 10, or Tan Binh District

Summary of organization

Aston Vietnam is a division of AEG (Aston Educational Group), a professional international education brand from the USA. AEG focuses on language training, education consultation and cultural exchange around the world. In Vietnam we operate schools successfully in 3 of the largest cities in the country. We opened in 2008 and have plans to expand to other cities with more schools during the coming years.

Aston Vietnam's first location was open in 2008. It now has 6 locations in Vietnam, 4 of which are in HoChiMinh City, with over 2,800 students aged 4 to 14. Our 1st location is fairly central and has over 700 students, and our 2nd location, situated near the airport, has over 650 students. The 3rd location is in district 1, about a 10 minute-walk to the city center with around 300 students. The 4th location is in Binh Thanh district, which is right next to district 1, about

a 15 minute ride to the city center. Two other schools also operate in the cities of CanToh and HaiPhong.

All-in-all Vietnam is a truly unique Asian travel destination. We look forward to welcoming you to a truly fascinating part of the world.

Fun Fact: President Obama's May 2016 visit made him the third consecutive U.S. President to visit Vietnam in the post-Vietnam war era, following Bill Clinton in 2000 and George W. Bush in 2006.

Summary of job description and Qualifications:

Job Title: English Trainer

Number of Positions: up to 3

Job Description: NU students will teach English (between 15-25 hours per week), both in formal classes as well as in English Corners, a less formal setting. NU students will organize events and participate in creating lesson plans, marketing strategies and help craft course curriculum.

Preferred Majors: Business Administration, Communications, Elementary Education, English, Human Services, Journalism, Sociology, Psychology, International Studies, Theater, Political Science, PPE. These majors are preferred but not required.

Teaching experience preferred but not required. Teacher training will be provided.

Learning and professional take-aways: Interns will be trained in different aspects of teaching methodology. Training will include Aston curriculum and services, classroom procedures, IPA, Aston 9 - 6 - 5 - 3 principles, Classroom management, using songs, games and activities for kids aged 4 to 6 and kids aged above 6.

Hours: 30 hours/ week (15-25 hours teaching)

Benefits:

Compensation: 6 million VND per month (about \$300 per month)

Housing: shared apartment will be provided with free wifi - students will share with one or two other co-ops.

Free Vietnamese classes: two classes per week

Environmental, cultural information:

HCMC has a tropical climate, with a distinct rainy and dry season. It has a population of over 10 million, with a large expat community. It is a city known in Vietnam for its friendly people, great weather, exciting nightlife, and great food.

There is no shortage of things to do in HCMC. There are great restaurants (Vietnamese and Western), cafes, parks, clubs, sports, shopping, tours, and other entertainment. And the cost of living, shopping, and going out, is significantly less than in the West.

Regarding communication, many of the taxi drivers, shop workers, and waiters speak some basic English. But learning a few basic Vietnamese phrases and numbers to help with shopping and ordering food will make life easier.

The most convenient and cheapest form of transportation in HCMC is by motorbike or bicycle. But there are plenty of low cost buses, taxis, and motorbike taxis available for those who can't ride or drive themselves.

This BBC story highlights one of the opportunities students will have to eat great food! :

<http://www.bbc.com/travel/story/20170317-living-in-h-ch-minh-city>

Travel tips: will be given through Skype talk and e-mails before arriving in Vietnam

Student Kaelyn Rupinski- Cultural Anthropology class of 2018, **had this to say about her co-op experience with Aston English, Vietnam:**

The vietnamese people are the most welcoming people I have ever met. Ho Chi Min City is a safe, and the poel are warm and embracing. At Aston, I worked with other foreign teachers and vietnamese teachers. I taught in thl learned a great deal about myself. I Learned how to be a better time managers, I learned flexibility, . This co-op taught me the value of working in a team, and to be more confident in my professional life. Personally I learned that it is important to have an open and trusting relationship with a co-op supervisor. They really helped me not only succeed but be happy. Though it is exhausting and stressful, teaching children is really rewarding.

One of the best experience I had was during Tet, which is the Vietnamese Lunar New Year It's is a two week long celebration. During this time, I was able to travel from the capitol down to the coast, stopping in small cities and towns along the way. I was able to apply what I learned in my Anthropology classes to the religious sites I visited. It was a life changing experience. Living in Vietnam confirmed my idea of studying other cultures.

Website: www.aston.edu.vn