

## VACANCY ANNOUNCEMENTS 2021

### 01 administrative staff | Center for Language and Academic Exchange

Position, requirements, and benefits

Office	Position	Job Description	Requirements	Benefits
Center for Language and Academic Exchange	+ 01 administrative staff	<ul style="list-style-type: none"> <li>- Build training programs</li> <li>- Manage class</li> <li>- Organize examinations (TestDaF, TestAS, on SET)</li> <li>- Perform other tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>- Lower second-class Honours bachelor's degree in Germans</li> <li>- Priority: graduated in Germany/Austria, having work experience</li> </ul>	<ul style="list-style-type: none"> <li>- Competitive salary and welfare</li> <li>- Opportunities to attend further training if necessary</li> </ul>