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ILA Vietnam is part of Study Group, a world leader in integrated education programmes, with schools and colleges in the USA, Canada, the UK, Ireland, Australia, New Zealand, Spain and Vietnam



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Teacher Recruitment Representatives - Part time - London and Sydney

ILA Vietnam is the leading provider of English Language training in Vietnam. We are expanding rapidly and we require qualified, professional English Language Teachers and Academic Managers to join our dedicated team.

To this end, we are seeking two, part time Teacher Recruitment Representatives, one based in London and one based in Sydney.

Objectives:

- To recruit teachers and academic managers for ILA's English Language Centres throughout Vietnam
- To recruit trainees for ILA Vietnam's CELTA, CELTYL and DELTA programmes

Scope:

The Teacher Recruitment Representatives will represent ILA Vietnam on a part time basis. They will promote ILA Vietnam to prospective teachers at teacher training centres and support ILA in conducting marketing activities in the UK and in Australia.

The Teacher Recruitment Representatives will work closely with, and report directly to the Senior Academic Management in Vietnam.

Responsibilities:

TEFL training centres

- Establish relationships
- Maintain information at centres
- Conduct presentations with trainees
- Follow up potential recruits to the point of interview

Other marketing activities

- Conduct interview days
- Assist ILA in marketing/advertising interview days
- Promote ILA's CELTA, CELTYL and DELTA courses to prospective trainees

Requirements:

- Excellent interpersonal and organizational skills
- A great deal of energy and enthusiasm
- Professional, friendly, with good presentation skills

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- Results orientated
- Good knowledge of the ELT industry

Marketing background not essential as support will be provided.

Benefits and Remuneration:

- Salary + per teacher bonus (see below)
- Marketing budget and expense allowances (promotional materials provided)
- Excellent support and training network
- Opportunity to develop the role as the organisation expands

It is anticipated that this will require approximately 8 hours per week initially.

Salary: \$5,000usd p.a. (8 hours/week)

- Bonus:**
- \$100usd per teacher for the first 12 teachers recruited per quarter.
 - \$200usd per teacher for each additional teacher.
 - \$100usd for every CELTA/CELTYL/DELTA trainee recruited.

Applications:

Please forward CV and cover letter to **Andrew Hollins**, Director of Academic Programmes, email: andrew@ilavietnam.com

Start: August, 2007

Deadline for applications: Monday 9th July, 2007