

2017 Summer AOIT Internship (updated 5/24/2017)

(2018 AOIT Internship Program available after Spring Break)

DW C-Learning is a new start-up service aiming at providing instructional services in teacher training, Chinese and English language education (class, tutoring), cloud technology consultancy, and youth skill development. For this summer, internship positions are available and high school juniors/seniors or college students are encouraged to apply.

Positions:

- Cloud Technology Interns
- Chinese/English teaching assistants
- Program assistants

Duration: Year round

Location & hours:

- Work in multiple locations in Rockville, off Travilah Rd or Key West Ave. Address will be provided to students who are recruited.
- Remote work possible when needed.
- Hours flexible, full-time, part-time, hourly options available
- Hours earned only when jobs are available

Qualifications:

- Currently enrolled high school students, with good academic standing (3.0+ GPA)
- Native English speaker with experience or potential in teaching/tutoring
- Native English speaker with some level of Mandarin Chinese a plus
- Near-native Chinese speaker with excellent English a plus
- Familiar with Google platform a plus
- Knowledge and experience of web-based communication or media technology a plus
- Audio/video production and editing experience a plus
- Self-motivated, organized, honest, strong ability to pay attention to details and take initiative, responsible, creative, willing to learn, good communication skills, team player

Description of work: An intern may be involved in some of these areas.

- **Teaching assistance for Chinese language classes**



Conduct Chinese conversations with students

Grade student writing in Chinese

- **Teaching assistance for classes**

Various subjects

See [Collaboration of DW C-Learning with Cathay Future Washington Center](#)

- **Consulting tasks for nonprofit education organizations using cloud technology**

Web-based teaching resource system

Production of audio/video training materials

Video documentation of training sessions

Creation of audio and video lesson materials

- **Training/administrative support**

Operate technical aspects of remote classes

Train first-time interns

Conduct administrative tasks as directed

Benefits:

- Unpaid positions
- SSL hours approved by MCPS high schools if applying via your school
- Satisfaction of graduation requirement if approved by your school
- Qualified interns are recruited for future paid positions

Requirement:

- Must have a quality laptop computer with a webcam (not tablet), headphone/earphone with a microphone
- Chrome browser
- Internet access ready

Application procedure:

Step 1:

- Comply with your school's internship requirements, unless no SSL or school credit is expected
- Complete the [online](#) application
- E-mail **resume** and a photocopy of **latest report card**, with "Internship YOUR FULL NAME" on the Subject line to info@dwclearning.com.

Step 2:

- Qualified applicants from the initial screening will be contacted for a video interview
- Accepted applicants will be notified by email for job acceptance confirmation
- DW C-Learning will contact confirmed interns to arrange orientation and work schedule
- Interns are given Statement of Responsibilities to read and sign