

Name of Company: Flying Colours Education Centre (<https://www.flyingcolours.edu.hk/>)

Job Title: DSE English Learning Materials Editor

Number of Vacancies: 3

Requirements:

- Year 1 or above student majoring/minoring in English Studies
- Experience with Google Workspace Applications (Docs, Sheets, Slides, Forms)
- Good communication and time-management skills

Good-to-haves:

- Experience with Adobe Suite
- Experience with the DSE English Curriculum (IB/IGCSE/A-Level students who -want to familiarize themselves with the DSE English Curriculum are also welcomed)

Potential Job Duties include:

- Conduct guided analysis of DSE Past Paper Question Types and Topics
- Adapt news articles to create a by-topic question bank of DSE Question Types
- Edit and adapt student writings for use as educational samples
- Organize DSE past papers/Mock papers
- Format and typeset notes

Job Benefits:

- Conditional access to DSE learning resources (including mocks and question banks)
- Potential advancement opportunities
- Guidance from top-ranked tutors specializing in the DSE curriculum

Remuneration:

-\$200 per full day

Working Hours: At least one full day/two half days, negotiable and highly flexible, intern availability will be prioritized

Venue: Flying Colours Education Centre, Room 501, 5/F, Connaught Commercial Building, 185 Wanchai Road

Contact Person: Mr. Chow

Contact Email: fcenglisheducation@gmail.com