

### **Terms of Reference – Student part-time employee for Dzongkha foreign language tutoring**

Student part-time employee, hereafter known as Student Teaching Assistant (TA), for the basic Dzongkha language communication course will assist the tutor on day-to-day teaching of Dzongkha to the foreign students.

The TA position is for the duration of each semester, generally 13-15 weeks. The TA is expected to work approximately 3-4 hours per week.

Responsibilities include:

- Assisting the tutor with teaching of Dzongkha to students through a learning lab time in the evenings, general two evenings per week.
- Assist the foreign students to become familiar with spoken Dzongkha.
- Dissipate any questions/doubts from the foreign students regarding the language.

Criteria:

- Proficient in Dzongkha and English.
- Willing to work in both formal and informal situations.

### **Terms and Conditions of the Employment**

- **TA** shall be a RTC student studying in the 1<sup>st</sup> or 2<sup>nd</sup> year. Applicant should be Border, however, if Day Scholar, they shall make their own transportation arrangements after work hours.
- **TA** will be paid on hourly basis by end of each month. The remuneration shall be Nu. 50/- per hour. Further, they shall be awarded a recognition letter for their work experience at the end of the service term.
- Other than RTC observed holidays, the **TA** shall not be eligible for any kind of leave.
- **TA** will maintain strict confidentiality on all information related to students obtained during the course of their duties. The **TA** shall abide by the Code of Conduct stipulated in the RTC HR Manual.
- The attendance of the **TA** shall be maintained by the Academic Affairs Department (AAD) for necessary actions. Repeated poor performance, gross absenteeism, erratic attendance will lead to the immediate termination of the internship.
- **TA** can be removed from their positions in case of failure to meet the terms and conditions of the position.
- The AAD reserves the right to cancel the employment if in its opinion the position of the **TA** or **TA's** service is not required.

This position will be supervised by the Asst. Academic Officer and the module tutor.