

## **Oxford University Press (China) Limited**

We are both a department of the University of Oxford and a major international publishing organization with a significant presence in Hong Kong.

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### **ELT Summer Helpers**

#### **Job Responsibilities:**

- proofreading and editing English learning materials for local primary school students
- writing short exercises or questions
- checking and editing audio recordings
- checking e-books and creating content for other digital resources

#### **Job Requirements:**

- Year 1 or 2 undergraduates with a major in the English Language
- Good command of English
- Attention to detail
- A positive and proactive working attitude
- Knowledge of MS Office applications

#### **Working period:**

- From June to August/end September
- 3-5 days per week  
9 a.m.–5.15 p.m. OR 9.30 a.m.–5.45 p.m. (7 hours per day)  
(lunchtime: 12.15–1.30 p.m.)

Applications, including curriculum vitae should be sent to [hr.hk@oup.com](mailto:hr.hk@oup.com).

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