

# Shape the Future of Academic Success!

Come and Apply for an Internship at Uni-edit

## Quick Overview

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- **Location:** Taipei - Remote and on university campuses
- **Hours:** Up to 10 hours per week (flexible)
- **Duration:** 6 months (Earliest Start from February 1st, 2025)
- **Compensation:** NTD 190 per hour

## About Uni-edit

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Uni-edit specializes in editing and translating academic manuscripts for international journal publication, and offers professional services in academic and career development. We are passionate about helping researchers, students, and professionals succeed in their academic and career pursuits. Uni-edit designs and delivers educational materials for seminars and workshops that are delivered to non-native speakers.

## What You'll Do

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- Present academic English seminars (materials written by Uni-edit) Topics include conversational English, standardized test preparation, academic writing
- Present career development workshops on topics such as interview practice, resume writing, and cover letter writing (materials written by Uni-edit).
- Create and translate content (English-Chinese)
- Manage social media content in both languages
- Participate in business development initiatives

## What We're Looking For

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- Junior or above from College of Liberal Arts (Graduate students are also welcome)
- Excellent English proficiency (preferred C1)
- Intermediate to advanced Chinese skills
- Strong presentation abilities
- Passion for teaching and content creation

## How to Apply

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Send the following to [davidwu@ntnu.edu.tw](mailto:davidwu@ntnu.edu.tw):

- Resume
- Brief cover letter
- Unofficial academic transcript
- 2-3 minute bilingual self-introduction video
- Optional: Academic writing sample
- Optional: Presentation recording

**Questions? Contact [davidwu@ntnu.edu.tw](mailto:davidwu@ntnu.edu.tw)**