

Can't Someone Else Do It?

Helping Your Students By
Helping Yourself

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China 10 PCV

Do You Need Help?

- Are you overrun by monotonous tasks?
 - ★ Do you lack time for more important things like Chinese lessons, exercise, and responsible consumption of alcohol with PCV's and HCN's?
- Do you want to accomplish more?

Stop making excuses! Hire a student PA or volunteer today!

What's in It for Them? Student Benefits



- English Practice
- Financial Gain
- Training and New Skills
- Work Experience and Responsibility
- Resume Contact
- Wholesome Extracurricular Activity
- ~~Flings in the Office~~



What's in It for Us?

Stuff You'll Never Have to Do Again

- Xeroxing, Cutting, Folding, etc.
- Errands and Deliveries
- Designing/Hanging Ads and Posters
- Correct T/F, Multiple Choice, Matching, and Fill in the Blank Tests/Assignments
- Cleaning Your Office and Apartment
- Spongebaths

Intangible Benefits

- Accomplish PC goals 2&3
- Have a representative of your student body
- Ask for LP advice, test new activities
- Classroom help in large/recalcitrant classes
- Another Chinese language tutor...*or a minority language tutor!
- Get to know Chinese students outside the classroom and 100% on your terms
- A temp staff on call to staff English events, cater, and generally do your bidding



If You Want Something Done Right...

Students Do a Notoriously Bad Job of:

- Washing Dishes and other tasks requiring elbow grease
- Correcting anything with many correct answers (I.e. short answer questions, essays)
- Unsupervised tasks requiring the use of English
- Generally, anything complicated or requiring lengthy instructions (if training takes longer than the job itself, probably not worth it).

What Makes a Good Student Volunteer or Personal Assistant?

- Spare Time
- Some English Ability
- Easy Methods of Contact
- Interest in English and Whatever Else They're Going to Help You Do
- Plans to be a teacher him/herself
- Reliability/Dependability/Honesty/Modesty
- Flexibility and Willingness to Toil
- Specialized Skills (I.e. Computers, Calligraphy, Cooking, Contacts/关系, etc.)

How Can I Get One?

- Word of mouth may be enough.
- If not, it will take some setting up:
 - ◆ Make and post a “Help Wanted” Ad.
 - ◆ Schedule and hold interviews.
 - ◆ Post results of hiring (cut list) with time and date of first meeting.
- Brainstorm all tasks and necessary preparation for each session.
- Hone skills with horsewhip.

Your “Help Wanted” Ad

What to Include (in English and Chinese):

- Length of Employment (Start/end dates, frequency of sessions, length of sessions)
- Requirements (An ideal candidate will...)
- Duties
- Salary (if applicable)
- Other Student Benefits
- How to Apply
- How to Contact You with Questions

Interview Tips

You Must Ascertain in 5 Min.:

- Can you communicate with this student?
- Does this student want the job or a foreign friend to “make dialog”?
- Will this student be free during your set times (even during exams)?
- Can s/he be reached for work outside the specified times?
- Is there anything among the duties listed that s/he particularly wants or doesn't want to do?
- Why does the student want the job?
- Student should write down all vital stats beforehand (Chinese/Pinyin/English names, phone, e-mail, free times, grade, major, etc.)



What's It Gonna Cost Me?

Volunteers Are Not Slaves; PA's Are Not Indentured Maids.

- Volunteers VS. PA's: which is right for you?
- Gauge wage appropriateness by number of applicants for position with “ridiculously low” hourly wage. If interest is extremely high, make the position unpaid.
- Consider total monthly salary as a proportion of your own: How much are they worth to ME?
- How many meals at the cafeteria can the student buy with one session's wages?
- What if students won't accept payment?

Troubleshooting and Tips

- How many?
- How often?
- What if I've got nothing for them to do this time?
- Nepotism...Pro's and Cons
- Variety VS. Drudgery
- Beware the Overzealous