

Employee Duties and Responsibilities

中国上海镜台教育科技有限公司

Mirror Education Co., Ltd.

An Administration Director who has entered an Employment agreement with Mirror Education should be prepared to undertake all duties and responsibilities specified by Mirror Education in the best interest of its “Business” provided that sufficient consideration has been given with regard to the well-being and welfare of the “Employee”. The principal duties and responsibilities are included in, but are not limited to, Appendix A: Employee Duties and Responsibilities (Appendix A).

Client Facing Duties:

1. As Director of administrative department, you will be expected to fulfil the following tasks:
 - a) Teaching assistance:
 - i. Double check **teaching plans** and **demo videos** before each tutor start to record video lectures and give them necessary feedbacks.
 - ii. Make sure each tutor finishes his work before his deadlines.
 - iii. Collect feedbacks from both tutor’s side and student’s side.
 - iv. Make sure that all questions in Q&A forum will be answered in 48 hours. (supported by Q&A Interns)
 - v. Arrange time schedule for academic class.
 - vi.
 - b) Operational tasks:
 - i. Analyse class data including feedbacks, ratings, performances and support teaching and marketing activities
 - ii. Weekly report to project manager.
 - iii. Identify potential risks in each program and propose potential solutions
2. As Director of administrative department, your bonus will be allocated following these criteria:
 - a) Satisfaction level of students.
 - b) Satisfaction level of tutors due to Mirror’s administration.
 - c) Whether you could finish your tasks before deadlines.
 - d) Accuracy of time schedule.
 - e) Degree of completion of your each tasks.

It should be noted that, as the “Employer’s” “Business” evolves with changing “Business” conditions, the content of this Appendix A may be subject to additions, modifications and deletions by Mirror Education from time to time provided that prior written or email notices have been given to the “Employee”.