



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: ESL Specialist, Intensive English Program
EEO No: SA 10-15

Responsibilities:

The University of Louisiana at Lafayette invites nominations and applications for the position of ESL Specialist at the Intensive English Program. Reporting to the Program Coordinator, the ESL Specialist will:

- Instruct, evaluate and monitor progress of IEP students at multiple levels (beginner – advanced) and skill areas (grammar, writing, reading, listening, speaking and pronunciation) for a minimum of 20 hours/week
- Create syllabi, lesson and session plans for multiple levels and skills according to objectives in the IEP curriculum and submit these documents to the Program Coordinator
- Clearly communicate program and course goals to students, routinely assess and grade student progress through formative and summative tests, quizzes, projects and assignments and provide feedback to students
- Keep accurate records of student achievement and attendance and routinely report to the Program Coordinator
- Assist in orientation, evaluation and placement of all students
- Conduct elective classes (including TOEFL ITP preparatory class) when assigned
- Contribute to the continuous improvement of courses, curriculum development and extra-curricular activities for IEP students
- Maintain office hours and be available for individual student advising and tutoring outside of class time
- Facilitate and coordinate IEP student interest groups, the IEP's social media presence, and/or other special programming as assigned
- Attend and participate in IEP student functions, staff meetings, and extra-curricular activities
- Participate in TESOL conferences and other professional development opportunities and stay up-to-date with best practice in the field of TESOL
- Serve and participate in University functions and/or committees as a member of the Office of International Affairs staff
- Assist practicum participants in the University's M.A. TESOL concentration program
- Follow all organizational policies and procedures of the IEP
- Collaborate and cooperate with other IEP and OIA staff and temporarily assume duties of other IEP staff when necessary
- Perform other duties as assigned by the Program Coordinator

Qualifications:

- Bachelor's degree in English, English Education or related field (Master's degree in TESOL/Applied Linguistics preferred)
- ESL or English teaching experience
- Ability to work collaboratively as part of a mutually dependent and supportive team
- Commitment to professionalism, diversity and to supporting the academic success of all students
- Experience and proficiency in using technology as an integrated component of classroom instruction and record keeping

Administrative Unit:

The Intensive English Program is a unit within the Office of International Affairs which prepares non-native English speaking students for admission to the University through intensive non-credit bearing English courses designed to meet the basic requirements for most universities. Once students have graduated from the sixth and highest IEP level, they are eligible to apply for admission to undergraduate programs (and select graduate programs) at the University without having to take the Internet-based TOEFL (iBT). The IEP staff provides instruction and services, including advising and on-campus assistance to international students enrolled in the program.

The University:

The University of Louisiana at Lafayette is a Research University with High Research Activity; we are a public institution with an enrollment of approximately 18,000 students with a faculty of 800. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, the Colleges of Education, Engineering, General Studies, Liberal Arts, and Nursing and Allied Health Professions, the Ray P. Authement College of Sciences, and the Graduate School. The University offers degree programs in 55 undergraduate disciplines, 15 post-baccalaureate certificates, the master's degree in 28 disciplines, and the doctorate in 10 disciplines. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Associations of Colleges and Schools. Further information about the University is available at <http://www.louisiana.edu>.

Salary: Commensurate with experience.

Starting Date: June 1st, 2016

Applications: Candidate review will begin immediately. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Ms. Rose Honegger, Director
Office of International Affairs
University of Louisiana at Lafayette
P. O. Box 43932
Lafayette, LA 70504
e-mail: roseh@louisiana.edu

Application Deadline: Until position is filled