Staff Vacancy

Position: Program Coordinator, Intensive English Program
EEO No: SA 11-15

Responsibilities:
The University of Louisiana at Lafayette invites nominations and applications for the position of Program Coordinator at the Intensive English Program. Reporting to the Director of the Office of International Affairs, the Program Coordinator will:

- Maintain and implement program policies and procedures and communicate with students, IEP and OIA staff
- Lead all regularly scheduled IEP staff meetings and coordinate student functions and extra-curricular activities
- Participate in departmental meetings, University functions, and/or committees as a member of the Office of International Affairs staff
- Supervise ESL Specialists through evaluation of lesson plans, assessment, observation of classes, and monitoring of administrative tasks and special assignments/programs
- Facilitate the continuous improvement of courses, curriculum development, program exams and extra-curricular activities for IEP students
- Assess the effectiveness of classes in terms of student satisfaction, overall academic success, ESL Specialists effectiveness and student retention
- Maintain academic records of all current and former IEP students
- Coordinate orientation, evaluation, and placement of all incoming IEP students
- Communicate with various University personnel and sponsoring organizations
- Counsel students on academic, immigration and cross-cultural issues as needed and assist in responding to student grievances
- Serve as a Designated School Official (DSO) by issuing SEVIS I-20ABs and providing F-1 immigration advising
- Participate in the recruitment of ESL Specialists and in the interview process for new hires
- Provide support for the admissions and enrollment processes for incoming IEP students
- Order and purchase needed materials for the program (textbooks, TOEFL ITP exams, office supplies)
- Act as a website administrator for the Office of International Affairs
- Assume the responsibilities of ESL Specialists as needed – including, but not limited to classroom instruction
- Participate in TESOL conferences and other professional development opportunities and stay up-to-date with best practice in the field of TESOL
- Mentor/supervise practicum participants in the University’s M.A. TESOL program
- Perform other duties as assigned by the Director of International Affairs

Qualifications:
- Master’s degree in TESOL/Applied Linguistics or related field
- Experience in ESL teaching, assessment and curriculum development
- Supervisory and administrative experience in ESL program
- F-1 immigration advising 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 for classroom instruction and record keeping
- Excellent organizational and communication skills, strong interpersonal skills, attention to detail and the ability to adapt quickly to change

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