

**Humboldt State University Foundation/Sponsored Programs
International English Language Institute
Category D: Occasional Hourly Position- INSTRUCTOR POOL
*** THIS IS NOT A STATE POSITION *****

Position Title: IELI Part-time Instructor

Working Title: IELI Instructor

Department: Center for International Programs

MAJOR FUNCTION:

This at-will, part-time position, reporting to the Associate Director, will be responsible for teaching from 3 to 17 hours per week in varying levels and skill areas and holding 2 office hours per week. Positions are for the duration of each 8-week session and are renewable based on program need and availability. Responsibilities may vary by term. For each course taught, responsibilities include teaching the assigned curriculum; preparing classes; conducting authentic assessment and providing on-going feedback to the students; advising students; attending all faculty and appropriate level coordination meetings; working on collaborative projects involving materials development, professional development, accreditation, and materials selection; upholding the faculty policies and procedures in the faculty manual.

HSU Sponsored Programs Foundation is an Equal Opportunity/Title IX employer. Applications from and nominations of qualified women, members of minority groups, veterans with covered veterans status, and persons with disabilities are particularly encouraged. HSU Sponsored Programs Foundation hires only individuals authorized to work in the United States.

RESPONSIBILITIES:

- Preparing for classes and teaching the level objectives as defined in the IELI curriculum
- Submitting original material for review and approval
- Providing and submitting syllabi for each class every session
- Participating in curriculum development for the IELI on a limited basis
- Maintaining student records including class rosters, mid-term and final grades, class attendance.
- Providing feedback to students
- Conducting on-going assessment
- Attending level coordination and teachers' meetings
- Holding office hours
- Attending the new student orientation at the start of each session and participating in placement examinations of new students (as needed)
- Facilitating final assessment activities (as needed)
- Attending culminating activities (Closing Ceremony, etc.)
- Upholding the faculty policies and procedures in the faculty manual.

MINIMUM QUALIFICATIONS:

BA or BS degree in English, Linguistics, Communications, or a related field and a TEFL/CELTA certificate
OR a Masters in TESOL, English, Linguistics or a related field.

DESIRABLE QUALIFICATIONS:

- Experience teaching ESL in a university EAP or intensive English program
- Experience teaching English to speakers of other languages overseas.
- Experience in communicative language methodology, integration of skills, task based learning, content-based instruction
- Strong computer skills in: Google Apps, Moodle, presentation software and word processing
- Ability to work effectively with a culturally diverse range of students
- Ability to work collaboratively as a member of an instructional team
- Ability to teach a variety of subjects at all levels from entry to collegiate

APPLICATION PROCESS:

Provide the following documents to Tyler Bradbury at the Center for International Programs; email ieli@humboldt.edu or drop by Feuerwerker House (House 13).

- a letter of interest
- resume/CV
- three references, including a current or recent supervisor, who can comment on teaching ability/experience

Applicants selected for this position are required to be fingerprinted through the Humboldt State University Police Department. Employment will be conditional upon completion of a satisfactory background check to be conducted through the Live Scan Service. The cost of fingerprinting is borne by the IELI.

This is an ongoing recruitment.