



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

English Language Learners Coordinator

Job Posting #0805-020

POSITION INFORMATION

Center for International Studies

Position Number 998840

Posting Date: May 29, 2008

SALARY

\$40,000. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Performs duties required in the operation of the English Language Learners (ELL) Program division in support of the Center for International Studies.

TYPICAL DUTIES

1. Develops annual plans for the administration of ELL programs.
2. Devises and conducts instructional workshops.
3. Responsible for ELL course creation and curriculum development.
4. Enhances course and program curricula and services based upon instructor and student feedback.
5. Oversees ELL placement testing for new and continuing students.
6. Schedules classes and reserves classrooms.
7. Orders textbooks, instructional materials, and classroom and office supplies.
8. Coordinates on and off-campus extracurricular activities.
9. Advises ELL students regarding coursework, placements, acculturation and related matters.
10. Conducts community outreach to local-area companies to assess demand for on-site ELL instruction, and coordinated related follow-up.
11. Explores avenues for development of ancillary ELL-related events, activities and projects that support the goals of Angelo State University.
12. Performs other duties related to the management of the ELL program.

KNOWLEDGE SKILLS AND ABILITIES

- Capacity to teach English language and cultural courses to a linguistically and culturally diverse student population (native speakers of Arabic, Chinese, Japanese, French, Korean and Spanish).
- A strong desire and willingness to engage in outreach activities in the local community and to promote local attractions and events as an integral part of the ELL students' learning experience.
- Skilled in the use of computers, copiers, and general office equipment.
- Ability to work well with individuals with little supervision, manage time efficiently, and learn new software programs quickly and efficiently.

QUALIFICATIONS

Master's degree in an appropriate area of specialization. Three to five years of ELL/ESL experience preferred. Experience living and/or working abroad, or extensive experience travelling abroad preferred.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)

2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER