

Lewis & Clark College, a private liberal arts college with 2,000 undergraduates, invites applications for an Academic English Studies Director. The Director of the Academic English Studies (AES) assumes responsibility for all operations within the AES program. See full job description below.

The new director will be introduced to all components of the program by taking part in a first-year orientation to the AES curriculum and program. Responsibilities will include serving as a co-director for one academic year before a transition to the position of director. Both instructional and administrative responsibilities will be assigned during the first two semesters of employment. Full administrative responsibilities will be assumed following the spring 2015 semester.

Qualifications

Required minimum qualifications:

- Master's and/or PhD in TESOL, Applied Linguistics, Language Education, or related field
- Administrative experience working in higher education
- Extensive teaching and advising experience in an intensive English program (IEP)
- Strong communication and interpersonal skills

Preferred qualifications

- Working knowledge of relevant SEVIS regulations
- Experience in international student recruitment
- Experience serving as a liaison between an IEP and the global community
- Experience living/teaching overseas
- Familiarity with a language other than English

Salary and Appointment

The director holds the position of instructor and is a non-voting and non-tenure track faculty member in the College of Arts and Sciences. Salary is commensurate with experience and qualifications.

Application Procedures

A complete application must include:

1. Letter of application which includes a statement of administrative and pedagogical philosophy, the role of the IEP in a liberal arts college, administrative and teaching expertise, and how the applicant's program leadership will contribute to a culture of inclusion and campus diversity in the College community.
2. Curriculum vita
3. Evidence of administrative and teaching effectiveness
4. Graduate transcripts
5. Three letters of recommendation (uploaded separately by the referees)

All materials should be addressed to Chair of the Search Committee and must be submitted via Interfolio (apply.interfolio.com/24255). Click “Apply” to create your free account. Review of applications will begin on February 19, 2014 and continue until the position is filled. Lewis & Clark College, located in Portland, OR, is an Equal Opportunity Employer. The College will conduct background checks on the finalists for the position. Address questions about the position or the application process to Suzanne Groth, Chair of the Search Committee, at sgroth@lclark.edu.

Academic English Studies Director Position Description

Umbrella Statement: The Director of the Academic English Studies (AES) assumes responsibility for all operations within the AES program.

Faculty Status: The Director holds a non-tenure track faculty position of instructor in the College of Arts & Sciences.

Reporting Relationships: The Director reports to the Dean of the College and is evaluated annually by the Dean. The Director supervises and annually reviews AES adjunct and visiting instructors, the administrative specialist, and the Community Friend Program Coordinator. The Director also serves on the review committees of core faculty.

Except under special circumstances and at the request of Dean of the College or the President, the Director's work and interactions are primarily with the faculty, staff, and students of AES. The Director must sustain mutually supportive relationships with representatives of all campus academic and administrative units, as well as with members of the international education community.

Responsibilities include but are not limited to:

1. Formulate and implement AES plans and policies that fulfill the mission of the institution and program.
2. Provide leadership in the development, implementation, and evaluation of high quality ESL courses and programs. Oversee the approval of all AES courses by the CAS Curriculum Committee.
3. Hire, supervise, and evaluate well-qualified faculty and staff.
4. Provide leadership and motivation for faculty/staff growth and professional development.
5. Implement and supervise admissions policies that are consistent with those of the College.
6. Develop, promote, and market new AES programs.

- Monitor international student enrollment trends and recruit a diverse and well-qualified student body.
 - Develop program contingencies or alternatives to anticipate the ever-changing international market.
 - Maintain contact with embassies, student sponsors, and advisors throughout the world.
7. Understand and implement U. S. Government Student and Exchange Visitor Information System (SEVIS) rules, legal regulations and policies as they pertain to AES international student admissions and enrollment. Serve as a Lewis & Clark College Designated School Official (DSO), authorized by the U.S. Immigration and Customs Enforcement (ICE), the principal investigative arm of the U.S. Department of Homeland Security (DHS).
 8. Develop, propose, monitor, administer and justify AES budgets.
 - Maintain balance between program quality and fiscal control.
 9. Serve on Lewis & Clark College and AES committees and taskforces.
 10. Serve as the AES representative in professional membership organizations (NAFSA, UCIEP, AAIEP, ORTESOL, TESOL, Study Oregon) and attend annual meetings.
 11. Serve as a liaison between the AES and the local as well as global community.

Limits of Authority: The Director's authority is derived from the Board, President, and Dean of the College; this authority is limited by established administrative procedures.