

ESL Core Instructor Position

Lewis & Clark, a liberal arts college with 2000 undergraduates, invites applications for a full-time core instructor position in Academic English Studies (AES). AES serves learners of English preparing for academic study at Lewis & Clark and other institutions of higher education.

This position begins August 17, 2015. AES core instructors with annual contracts receive fringe benefits including medical and dental insurance. Salary is competitive.

AES Core Instructor Position

AES core faculty hold the rank of non-tenured instructors within the College of Arts and Science (CAS). Instructors are expected to assist students in meeting the learning outcomes and objectives outlined in the AES curriculum. They are responsible for choosing their own textbooks, pedagogical approaches, and methods. The exchange of teaching ideas, strategies and materials is also considered integral to the success of the program.

Conditions of Employment

Administratively, AES is under the direction of the Dean of the CAS. AES Core instructors hold non-tenured faculty rank.

Full-time Core Instructor Responsibilities

- A. Teach a minimum of six 4-credit courses (24 credits) per year with additional teaching responsibilities in the summer. Additional teaching above 24 credits is remunerated on a per-course stipend.
- B. Teach minimum of 15 contact hours and up to 17, including audit supervision.
- C. Keep accurate student attendance records.
- D. Submit midterm and final reports on student progress and attendance as required.
- E. Participate in course development, test construction and/or materials creation.
- F. Assume committee responsibilities.
- G. Fulfill testing, placement and student orientation duties at beginning and end of each term.
- H. Participate in AES-sponsored student activities.

Qualifications

Required minimum qualifications:

- M.A. in TESOL, Applied Linguistics, or closely related field
- Two years full-time experience teaching in an intensive English program (IEP) in Higher Education
- Demonstrated cross-cultural awareness
- Familiarity with a language other than English
- Use of technology in teaching

- Demonstrated knowledge of or experience in one or more of the following areas:
 - English for specific purposes (ESP) in any STEM field or business
 - TOEFL/IELTS
 - work with ESL/EFL students preparing for graduate studies
 - pronunciation
 - reading instruction
 - curriculum design and assessment

Preferred qualifications

- Experience living/teaching overseas
- Experience in a collaborative working environment
- Experience in academic advising
- Content-based instruction

Application Procedures

A complete application must include:

1. Letter of application which addresses the candidate's qualifications for the position, including educational philosophy, teaching experience, and professional interests.
2. Curriculum vitae
3. Graduate transcripts
4. 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 (<http://apply.interfolio.com/28854>). Click "Apply" to create your free account.

Review of applications will be accepted until March 20, 2015. Lewis & Clark College, located in Portland, OR, is an Equal Opportunity Employer. Candidates invited to interview will be asked to give a teaching demonstration. The College will conduct background checks on the finalists for the position. Address questions about the position or the application process to Laura Shier, Chair of the Search Committee, at shierl@lclark.edu.