

Position Announcement for **Part-Time English as a Second Language Instructor**

Geneva College invites applications for a part-time English as a Second Language Instructor. The position begins August 21, 2017 and will remain open until filled. Minority and female applicants are strongly encouraged to apply.

Job Summary:

The selected candidate will teach daytime ESL classes during the Fall semester with a possibility of teaching in the Spring semester of 2018.

The primary responsibilities that the candidate must have knowledge of include:

Responsible for providing quality instruction in ESL to students through well prepared classes, relevant assignments, fair and holistic assessment of learning, clear documentation of student progress.

Selected candidates will be expected to:

- Teach assigned courses
- Adequately prepare all course materials and lessons (Note that preparation time will vary based on instructor experience in teaching that course)
- Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabus
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
- Suitably challenge, engage, serve, and communicate with students to encourage their participation and learning while maintaining mutual value and respect
- Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis
- Respond to student questions on a timely basis
- Ensure course and program learning outcomes are delivered as defined by the syllabus
- Assist with screening students for English language ability prior to their arrival on campus and/or upon their arrival
- Be willing to engage with and mentor students outside of class and attend organized International Student Organization events
- Assist with new student orientation

Personal Qualities - *Christian Commitment*

The successful candidate will be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to the candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's Foundations for Christian Education by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Education and Experience:

- Candidates must possess a minimum of a Master's degree in a related field or compensatory experience in TESL with overseas experience and second language fluency
- Prior experience teaching writing, especially on the college level for academic purposes, to non-native speakers of English is preferred.

Skills/Knowledge/Abilities (SKA) Required:

- Candidates must be able to design daily lessons and units
- Candidates must be able to provide written and verbal feedback to guide students
- Candidates must provide timely feedback on student work

Application/Inquiry Process:

Application materials should include:

1. a letter which addresses the candidate's interest in this position and the specific skills and qualifications related to the position
2. a resume
3. a statement of faith outlining the candidates relationship to Jesus Christ, including a narrative of your past and present church involvements
4. at least 3 references (including names, addresses, e-mail addresses, and telephone numbers)
5. A completed employment application (available at www.geneva.edu/employment)

SUBMIT MATERIALS TO:

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