FACULTY POSITION

Non-Represented, Excluded Class

California State University Stanislaus
Office of International Education
Division of Academic Affairs

POSITION:

ESL Instructor/s for International Students
for the 2015/2016 Academic year

The Office of International Education invites applications for several Part-Time English as a Second Language Instructor/s positions and one lead liaison instructor position to assist the director.

Qualified candidates are being sought for a pool of applicants to be used in filling temporary part-time and short-term growing ESL program, non-represented, non-faculty positions, which may become available during the 2015-2016 academic year at the English Language Program with possibility of summer teaching as well.

Description: The person appointed to this position will teach in the areas of: English as a Second Language & American Culture to international students. Additional duties will include: assisting in the instruction of students in a classroom setting, assisting in the organization and compiling of the English Language Program curriculum, assisting in the administering of exams, maintaining student attendance records, assisting in augmenting the English Language Program with extra-curricular activities, addressing student issues involving academic progress, addressing student issue of attendance in keeping with government regulations, supporting the physical and cross-cultural adjustment of international students, serving as a mentor to international students in order to integrate them into campus life. This position is contingent upon the availability of authorized funding.

Part-time instructors will teach up to 20 hours per week in an academically oriented intensive English language program.
MINIMUM QUALIFICATIONS: A BA in English, Linguistics, Elementary Education, TESOL, and or a related area. An MA in TESOL is highly desirable.

PREFERRED QUALIFICATIONS: A potential candidate’s consideration will be enhanced by providing evidence of:

- Overseas experience in the teaching of English to international students.
- Experience in the use of the TOEFL testing process and scoring.
- Demonstrated ability to communicate successfully with international students and sensitivity to their needs and expectations is essential.
- Full-time equivalent of 2 years’ experience teaching, living, studying, or working outside the U.S.
- Foreign language skills

HOW TO APPLY & DEADLINE: A complete application must include: an application letter, specifically addressing the position description and qualifications; unofficial photocopies of graduate transcripts; a professional résumé, including the names, addresses, and telephone numbers of three references. Official transcripts will be required at the time of hire. Screening of completed application files will be on-going, as we are a growing program with dynamic staffing needs. The position will remain open until filled.

Send applications, and all other correspondence concerning this position vacancy to:

Mahmoud Lamadanie, Director
Office of International Education
California State University Stanislaus
One University Circle
Turlock, CA 95382
209-667-3117
MLamadanie@csustan.edu
www.csustan.edu/OIE

COMPENSATION: Commensurate with qualifications and experience.

ABOUT THE DEPARTMENT and THE COLLEGE: The Office of International Education (OIE) provides a functional partnership and is a bridge between the division of academic affairs, student affairs & other university constituencies as a "one stop shopping model" of international programs. OIE fosters global cooperation and articulation linkages that augment overall campus internationalization. Additionally, OIE provides immigration counseling, coordinates the Homeland Security SEVIS Database System and complies with the code of federal regulations as it pertains to F-1, J-1 and M-1 nonimmigrant visas. It also provides retention services for international students & supports foreign faculty exchanges and cross-cultural advising. OIE also administers an intensive ESL program called the English Language Program (ELP), which is designed to help international students prepare for entrance to the university. To learn more about us, visit our Web site at: www.csustan.edu/OIE.

CAMPUS & AREA: California State University Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 postgraduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.
CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, U.S. News and World Report ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its America's Best Colleges ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education.

EQUAL EMPLOYMENT OPPORTUNITY

Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

MANDATED REPORTER PER CANRA
The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse And Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CLERY ACT DISCLOSURE

CRIMINAL BACKGROUND CLEARANCE NOTICE
The university requires a criminal and child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Failure to consent to a background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may subject the employee to disciplinary action, up to and including termination.

Date Posted: