

Warren Wilson College
Position Description

Position Title: English as a Second or Other Language Instructor/ International Student Advisor

Department: Undergraduate Writing and Modern Languages

Reports to: Assistant Vice President for Academic Affairs

Position Summary:

The English as a Second or Other Language (ESOL) Instructor / International Student Advisor: provides courses and individual tutoring to strengthen the English and academic skills of students whose first language is not English, teaches a Methods for Teaching Languages course that meets the Global Issues requirement, supervises the Writing Center Director, assists international students in immigration, academic and student life issues, and supervises the International Student Work Crew. This is a full-time position designated ½ time faculty and ½ time staff. Responsibilities are to be carried out between August 1 and May 30 of each academic year.

Specific Responsibilities:

ESOL Instructor

1. Evaluates English language skills and places incoming ESOL students.
2. Develops an English for Academic Purposes (EAP) curriculum.
3. Teaches two 4-credit sections of High–Intermediate and Advanced ESOL a year (content-based courses that focus on listening, reading, speaking and composition). These courses are designed according to students’ needs and may include both workshops and one-on-one instruction.
4. Coordinates with the Writing Center, the Director of Academic Support Services, academic advisors and professors to provide support for ESOL students’ mastery of academic material.
5. Teaches a 4-credit course in Methods for Teaching Second Languages.
6. Maintains weekly office hours.
7. Provides additional tutoring to students for whom English is not a native language and students educated in a British–based system,
8. Oversees two one-credit self-directed writing courses. (Ann Turkle has agreed to oversee the creative writers, and Lyn O’Hare has agreed to oversee students with special learning styles.)

9.
 - a. Provides training in ESOL instruction and cross-cultural understanding to WC tutors on a need to know basis.
 - b. Assists in setting Writing Center goals and objectives.
 - c. Administers Writing Center Budget.
 - d. Supervises the Adjunct Writing Center Director, who:
 1. Implements Writing Center program goals, practices and policies.
 2. Coordinates with the Directors of Academic Support Services and Undergraduate Writing, and faculty to provide the services most appropriate to faculty and students.
 3. Supervises a crew of Writing Center Tutors. Supervision includes orientation, project assignments, student work evaluations, tutor recruitment, and oversight of procedures for the Writing Lab Tutorial.
 4. Oversees scheduling, purchase orders, check requests, other reimbursements, and Work Program Office procedures.

International Student Advisor

1. Serves as a secondary academic advisor for international students.
2. Collaborates with the Writing Center, Academic Support Services and International Programs to provide the best academic experience for international students.
3. Prepares appropriate forms and provides advice and materials on immigration regulations including visas, I-20's, work permits, travel authorization and insurance policies.
4. Assists students in understanding, maintaining, and receiving full benefits of their F-1 status.
5. Stays current with INS regulations and informs College and students of new developments in regulations.
6. Organizes and maintains confidential files that fulfill USCIS reporting requirements for international students.
7. Attends NAFSA conferences on U.S. Customs and Immigration Service regulations.
8. Advises Ad Council about major changes in a student's financial situation that might prevent the student's continued enrollment.
9. Manages the International Student Office budget, and International Student emergency funds
10. Arranges an annual tax workshop.
11. Corresponds through e-mail and phone with incoming students and collaborates with Academic Affairs, Work Program Office, and the Housing Office to arrange appropriate First-Year Seminar, work and room assignments.
12. Organizes pre-orientation for new students to explain U.S. and WWC customs, rules, and laws (especially as related to sexual assault, alcohol, and other drugs,

- and academic honesty); arranges for student pick-up at the airport; takes them shopping for necessities, arranges for social security cards, introduces them to key faculty and staff, orients them to campus and academic, work, and service policies related to enrolling international students
13. Supervises a Student Crew in the International Student Office. Maintains office operations.
 14. Assists with international student programming.
 15. Listens to the concerns of international students and conveys these concerns to appropriate staff or faculty.
 16. Helps students and staff understand cultural differences.
 17. Facilitates monthly meetings, and end-of term get-togethers for international students.
 18. Maintains regular office hours in the International Student Office.
 19. Facilitates get-togethers with Worldwide, Service Learning, other Departments, as well as with off-campus organizations and individuals who would like to host International Students.
 20. Assists students in emergencies (accompanying students to the emergency room; arranging transportation home when there's a family emergency or death; advising students in serious judicial difficulty; arranging off-campus counseling).
 21. Assists in producing the annual international dinner.
 22. Organizes and staffs the annual International Student Trip.
 23. Serves on the Diversity Task Force and the International Programs Committee.

Qualifications

1. M.A. in TESOL or its equivalent, to include theories of language learning, analysis of English and other languages, methods of effective language teaching to learners from diverse cultures and language backgrounds; experience teaching and developing curriculum for English for Academic Purposes at the post-secondary level.
2. Experience with a diverse student body and cross-cultural understanding.
3. An understanding of the liberal arts environment.
4. Experience with U.S. Immigration regulations.
5. Effective interpersonal, communication, and collaborative skills.
6. Ability to organize, prioritize tasks, and solve problems creatively.