Role: English Boost Program - EAP Instructor

Posting Date: May 24, 2018

Closing Date: June 7, 2018

THE WESTERN ENGLISH LANGUAGE CENTRE

Summer 2018 (June 22, 2018 – August 31, 2018)

The Western English Language Centre, Western University, invites applications for an English for Academic Purposes Instructor for the English Boost Program. The Western English Language Centre (WELC) provides programs for international students in order to prepare them for success in their undergraduate or graduate studies at Western and its affiliate colleges. Through both language and socio-cultural instruction, the Centre ensures a superior learning experience, from recruitment to graduation, for international students within a westernized education system. Recruiting from a variety of international markets, the Centre strives to be a key contributor to Western’s internationalization initiatives.

Instructors at the Western English Language Centre deliver program and level outcomes as described in course outlines to international adult learners who come with diverse backgrounds. Day to day duties include delivering course content, lesson preparation, evaluation of students, and other administrative tasks. Regular participation in professional development related to education and English as a Second Language is encouraged, and instructors regularly participate in curriculum review and program development within the Centre.

Key responsibilities:

• Clearly describes course outline rationale, requirements, and outcomes to students and provides a digital copy to students on the online learning management system – OWL.
• Ensures students have the correct textbooks and other materials for the course.
• Prepares class lessons and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
• Creates a learning environment that encourages student involvement and participation.
• Documents students’ attendance, participation and academic readiness, and academic progress by giving and grading assignments, assessments, and /or examinations that lead to a final grade.
• Submits course grades to the WELC main office by the assigned date.
• Reports students’ grades on a regular basis using the Gradebook feature on the online learning management system – OWL.
• Is accessible to students outside of the classroom by providing office hours for guidance, academic support and feedback delivered constructively to ensure continued student engagement.
• Participates in and contributes to curriculum development and review.
• Participates in monthly team meetings and instructor meetings as needed.
• Continues professional development and growth according to personal needs and certification requirements.
• Performs other responsibilities requested by supervisor.
Qualifications

Education:

- University degree
- Master’s degree in a related discipline preferred, MEd, MA, MPEd, or in the process of completing one
- TESL Ontario certificate or equivalent

Experience:

- 2 years’ or more teaching experience in an English for academic purposes environment
- Experience working with diverse populations

Interested candidates should submit a cover letter and resume specifying qualifications for the position, along with the names and contact information of three referees by June 7, 2018 to:

Lisa Dubrick
Program Coordinator
The Western English Language Centre
Western University
1137 Western Road
London, Ontario N6G 1G7

Electronic applications may be sent to lharnes2@uwo.ca

For more information on the WELC please visit http://www.welc.ca

This position is subject to budget approval and enrollment. Applicants should have fluent written and oral communication skills in English. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. The University of Western Ontario is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, Aboriginal people and persons with disabilities.

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.