A 12-month, non-tenure track faculty position in English as a Second Language is available with a preferred start date of August 15, 2014. This position is renewable annually, reports to the Director of International Education and serves as a key member of the Office of International Education administrative team.

**Desired Qualifications**
- Ph.D./Ed.D. in a related field;
- Second language knowledge;
- Experience living, working or studying abroad;
- A record of working cooperatively with diverse university departments/offices and external agencies/universities such as potential students, their parents, international partners, and recruiters;
- Proficiency with student database management systems.

**Minimum Qualifications**
- Master’s in TESOL or related field;
- At least one year of experience in coordinating ESL or international student programming;
- Knowledge in TESOL theories and pedagogy;
- Knowledge of various aspects of operation in an ELC including student admission and matriculation to degree-seeking programs, placement/exit tests, student activities, risk management, and other office management skills;
- At least three years of experience and a record of excellence in teaching ESL courses (one year as a graduate student working in an ELC equals one year of experience);
- Awareness and understanding of immigration compliance;
- Exceptional organizational skills;
- Excellent communication skills, both in writing and speaking.

**Roles and Responsibilities**
- Teach two classes per term;
- Responsible for the management of the academic aspects, including curriculum and assessment, of ESL programs;
- Creating and facilitating teamwork among ESL faculty members;
- Conducting regular evaluations of faculty and classes;
- Conducting regular evaluation of overall program structure and success;
• Recruiting students to the ESL program and retaining them through program completion;
• In conjunction with instructors, reviewing new student applications, admitting and testing students and placing them in the correct ESL level;
• Overseeing the registration and orientation of students;
• Assigning students to instructors for advising and monitor student progress during the semester;
• Overseeing the ordering of materials for classes and library;
• Planning and attending ESL events;
• Mentoring students, both current and prospective;
• Keeping the ESL enrollment data current;
• Participating in at least one professional development activity per year and attend at least one National or State TESOL or NAFSA conference per year;
• Occasional overseas travel to recruit new students required.

Review of applications will begin on June 2, 2014 and continue until the position is filled.
Send letter of application, curriculum vita, official transcripts for all undergraduate and graduate coursework, and 3 letters of reference to:

Dr. Joycelyn Finley-Hervey, Search Committee Chair
Department of Interdisciplinary Studies
University of South Alabama
555 N. University Blvd.
AHE 214
Mobile, Alabama 36688-0002.

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