

Position Announcement

INSTITUTION:

American English Institute
University of Oregon

Student counseling and other student activities

Student placement

Student admissions

POSITION & RANK:

Director of the American English Institute with rank of Associate Professor. Full-time, fixed-term, two-year appointment beginning January 1, 1981. Re-appointment possible.

TRAINING:

Advanced degree, Ph.D. or equivalent work. Concentrated graduate level training in applied linguistics, TESOL, or related fields.

SALARY:

Commensurate with experience.

SCHOLARLY ACTIVITY:

Evidence of scholarly activity, preferably including publication in linguistics and curricular innovation.

POSITION DESCRIPTION:

Responsible for the coordination of a multi-level, intensive English program, including supervision of instruction and liaison with university schools and colleges and administrative offices. Liaison with foreign embassies, cultural missions, and United States immigration authorities.

EXPERIENCE:

Successful ESL intensive program administration, preferably with an institute administered within a university setting; successful curricular innovation, preferably successful ESL teaching experience and teaching experience in a foreign culture; knowledge of other languages; experience in working with foreign embassies and cultural missions.

RESPONSIBILITIES:

- Budget preparation and administration
- Recruitment of instructors and staff appointments
- Contract preparation and administration.
- Recruitment of students
- Liaison with units on campus that support instructional services for AEI students and staff and with University administrative units, e.g., Admissions, Registrar, International Student Services, student counseling services and the Business Office.
- Initiates and contracts for special programs
- Develops overall educational policy for special programs
- Initiates and coordinates research efforts
- Supervision of coordinators, staff and consultants in:
 - Special programs administration
 - Curriculum development
 - Curriculum co-ordination
 - Scheduling of classes and assignment of teachers

DEADLINE:

Applications due September 1, 1980

STARTING DATE:

As of January 1, 1981

APPLICATION PROCEDURE:

- Applicants must submit:
 - Updated vita, including a one-page summary which addresses this position.
 - Three letters of reference.

CONTACT:

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