

UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

**Working Title** Academic Support Specialist

**Code** 2227

**Formal Title** Advisor II

**Code** 1302

**Reports To (Title)** CIEP Director

**Department/College** Culture & Intensive English Program (CIEP)

**Pay Grade** III

**PEC Review Date** 12/09

**Prep Date** 9/11

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**PRIMARY FUNCTION:** Designs and delivers curriculum and evaluates the progress of students with regard to non-credit English language courses of the Culture and Intensive English Program; works on special projects related to curriculum development as needed; mentors other departmental staff and students with regard to exam administration, professional development, and student field experiences; and assists with program marketing and recruitment.

**PERCENTAGE OF TIME**

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- 40% 1. Designs and delivers non-credit English language program courses; determines the progress and readiness of students to progress in the CIEP or University academic classes; and provides students with study skills training and orientation to academic studies in an American university environment.
- 35% 2. Participates in meetings with departmental staff to discuss policies, procedures, and program curriculum; works on special projects related to curriculum development or other program-related work as needed; conducts placement testing; administers Test of English as a Foreign Language (TOEFL) exams for students in the CIEP and/or University classes; and examines texts and other materials for adoption.
- 15% 3. Provides leadership and serves as a formal mentor to Academic Support Assistants, temporary staff, and graduate teaching assistants; trains graduate teaching assistants in the administration of proficiency testing and TOEFL exams; supervises and evaluates practicum students during Teachers of English to Speakers of Other Languages (TESOL) field experiences; maintains current knowledge in the development and delivery of language teaching and learning; participates in staff searches when necessary; and assists with staff orientations as needed.
- 5% 4. Assists with program marketing and recruitment as needed; conducts peer observations for professional development purposes; and coordinates special short-term programs as needed.
- 5% 5. Represents CIEP to community or university groups as needed; and attends staff meetings and ceremonies.

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**GENERAL INFORMATION:** Master's degree in TESOL, linguistics or related field plus at least the equivalent of four semesters teaching in a United States Intensive English Program required. Ability to demonstrate by third party evidence a level of English proficiency appropriate for the position and to work collaboratively with others also required. Experience teaching English as a foreign language abroad, experience with multi-media and computers in language teaching, and evidence of professional accomplishments such as publications or presentations preferred.

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The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university's right to assign, direct and control duty assignments.

**Prepared By:**  
Scott Klahsen

**Incumbent:**

**Approved By:**  
Phil Plourde