UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

Working Title: Academic Support Assistant
Formal Title: Advisor I
Reports To (Title): CIEP Director
Department/College: Culture & Intensive English Program (CIEP)
Pay Grade: II
PEC Review Date: 12/09
Review Date: 09/11

PRIMARY FUNCTION: Delivers non-credit English language courses for the Culture & Intensive English Program; meets with and evaluates the progress of students; assists departmental staff with planning the design, standards, and delivery of program curriculum; works on special projects as assigned; and attends department-sponsored cultural activities.

PERCENTAGE OF TIME CHARACTERISTIC DUTIES AND RESPONSIBILITIES

40% 1. Delivers non-credit English language courses; and determines the progress and readiness of students to progress in the CIEP or University academic classes.

25% 2. Administers and tabulates standard and self-made tests and instruments to evaluate students' progress in courses; creates tests, instruments, and projects to evaluate students' progress in courses; assist in placement testing of new students into the CIEP; and assists with administration of Test of English as a Foreign Language (TOEFL) exams for students in the CIEP and/or University classes.

25% 3. Meets and coordinates with other University staff as needed; participates in meetings with departmental staff to plan the design, standards, and delivery of program curriculum; and works on special projects related to curriculum development or other program-related work.

10% 4. Attends staff meetings and ceremonies; and meets with students during scheduled office hours.

GENERAL INFORMATION: Master's degree in TESOL, linguistics or related field required. Ability to demonstrate by third party evidence a level of English proficiency appropriate for the position also required. Ability to understand and work within the framework and requirements of an eight-week intensive English program will be necessary. Experience teaching, working with second language learners, and international work experience preferred.

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: Incumbent: Approved By:
Megan Combs Phil Plourde

STAFF HANDBOOK: APPENDIX B-3