

UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

Working Title Academic Support Assistant

Code 2228

Formal Title Advisor I

Code 1301

Reports To (Title) CIEP Director

Department/College Culture & Intensive English Program (CIEP)

Pay Grade II

PEC Review Date 12/09

Review Date 09/11

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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

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| 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. |

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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.

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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:
Megan Combs

Incumbent:

Approved By:
Phil Plourde