

CUPE 1 - BARGAINING UNIT POSITION



RG Confirmed by Dean's Office

Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement.

Yes Pending Budgetary Approval

POSTING #: **14-128** DATE POSTED: **Mar. 3, 2014** CLOSING DATE: **Mar. 27, 2014 (4:00 pm)**

COURSE NAME: **ESL (various levels)**

POSITION TITLE: Trent-ESL Skills Instructor (4-18 positions)

DEPARTMENT/PROGRAM: Trent-ESL (Trent International Program)

CAMPUS LOCATION: Peterborough and Oshawa

TERM OF APPOINTMENT: From: **April 10, 2014** To **June 13, 2014 (9.5 weeks)**
(month/day/year) (month/day/year)

BASE STIPEND OR HOURLY RATE: \$30.61 + 4% vacation pay (subject to contract re-negotiations)

BRIEF DESCRIPTION OF DUTIES: Include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement. Designs and teaches courses at various levels of the Trent-ESL program. Duties will include preparing lessons and course based on the standardized curriculum document, teaching, marking, and appropriate follow-up with students. Duties also include regular communication with co-instructors with respect to student progress and term planning. Regular communication and support to students throughout the term is required, including maintaining regular office hours. Instructor will participate in administering and marking the CAEL language test at specific times (to be determined) at the beginning and end of term. Instructors are expected to attend meetings of Trent-ESL team as scheduled.

QUALIFICATIONS: M.A. or M.Ed. in Teaching English as a Second Language or closely-related discipline; certification in TESL required; minimum two years of directly-related experience in teaching ESL at the university preparation level, or a reasonable equivalent combination of education and experience.

APPLICATION PROCEDURES: All external applicants must submit the Trent University application form, cover letter, resume, transcripts, and copies of degrees, diplomas and certificates along with references as per instructions below. External applicants must submit the required Application Form, found on the Trent University Human Resources website. **Incomplete applications will not be considered.**

PROJECTED CLASS ENROLMENT: 12 - 23 **MAXIMUM HOURS** (for hourly rated positions): (332.5 depending on enrolment)
(9.5 weeks x 35 hours)

PLEASE FORWARD APPLICATION AND SUPPORTING DOCUMENTATION USING ONE METHOD ONLY TO:

Cath D'Amico; Deputy Director, Trent International Program and Manager, Trent-ESL: English for University Program

BY EMAIL: cathdamico@trentu.ca quoting the Posting Number in the subject line.

OR

BY MAIL: Trent University, Trent International Program, Champlain College Suite 302, 1600 West Bank Drive, Peterborough ON K9J 7B8 Attention: Cath D'Amico

All applications must be received before or on the closing date by 4:00 pm.

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from qualified candidates from the following groups: women, persons with disabilities, visible minorities, and Aboriginal persons.

In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.