Confirmed by the Office of the Dean: PCS

Pending Budgetary Approval: Y  
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

**Posting Number:** 24-269

**Posting Date:** March 7, 2024

**Closing Date:** March 21, 2024

**Position Title:** Trent-ESL Instructor: English for University

**Department/Program:** Trent-ESL, Trent International

**Course Number:** EAPP 1000Y

**Course Title:** Academic English I: Grammar Workshop

**Campus Location**: Peterborough

**Start Date: April 12, 2024**

**End Date: June 14, 2024**

**Hourly Rate (Incl. 4% vacation pay)\*:** $38.06

**Maximum Hours for Hourly Positions:** 147

**Projected Enrolment:** 10-25

\*Individuals with 5 years of continuous service receive 6% vacation pay

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)

Designs and teaches courses for the Trent-ESL: English for University program. Duties include preparing lessons and courses based on the Trent-ESL curriculum document and associated materials available on Blackboard, teaching, marking and assessment, and relevant follow-up with students. Duties also include regular communication with the manager and co-instructors with respect to student progress, curriculum, courses, term planning, and uploading marks and learning outcome checklists to SharePoint. Regular communication and support to students throughout the term is required, including documenting grades, written feedback, and maintaining regular office hours and/or email contact. Instructors will participate in administering and marking placement and end-of-term language testing 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.

Writing Conferences may be added to this contract on a contact-hour basis once enrollments are confirmed.

**QUALIFICATIONS:** M.A. or M.Ed. in Teaching English as a Second Language or closely-related discipline; certification in TESL by a TESL Canada recognized program required; minimum two years of directly-related experience in teaching ESL at the university preparation level (EAP); proven ability to utilize a virtual learning environment such as Blackboard (including Zoom and Yuja) and a cloud-based work environment such as SharePoint; or a reasonable equivalent combination of education and experience.

**APPLICATION PROCEDURES: (**Required supporting documentation, transcripts, CV, Referees, etc.)

All external applicants must submit the Trent University application form found at <https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/EmploymentApplicationForm.pdf>, cover letter, resume, transcripts, and copies of degrees, diplomas and certificates along with references as per instructions below.

Please forward application and documentation to: Glenda Fish, Operations and Academic Manager, Trent-ESL. Email: glendafish@trentu.ca