#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Trent-ESL Instructor and Academic Liaison

**Job Number:** A-232| VIP: 1437

**Band:** OPSEU- 9

**NOC:** 4033

**Department:** Trent International

**Supervisor Title:** Manager, Trent-ESL

**Last Reviewed:**  June 21, 2021

**The Trent-ESL Program**

The Trent-ESL program offers a variety of programs and modes of delivery. Program offerings are comprised of English for University, which prepares students for degree studies at Trent University, and English for Short-term Groups, which provides students with language and culture immersion experiences. Classes are offered in traditional university classrooms as well as in blended online formats. Future offerings may include off-shore classes utilizing the Trent-ESL curriculum and materials. The Trent-ESL Instructor and Academic Liaison supports all Trent-ESL programs and delivery models.

Job Purpose:

The Trent-ESL Instructor and Academic Liaison has a combined instructional and administrative role in the Trent-ESL: English for University Program.

As the Academic Liaison, this person will liaise between Trent-ESL and Trent International as well as academic departments at Trent University to ensure that the Trent-ESL program provides relevant, comprehensive and outstanding academic preparation for and integration into a range of degree pursuits at Trent University. This person will regularly research and coordinate with the range of academic and student support services at Trent University to implement complementary systems within the Trent-ESL program and in consideration of Trent International, measurable in terms of student retention and student success through regular research and reporting.

#### As a Trent-ESL instructor, this person has complete responsibility for the preparation and delivery of Trent-ESL Core English and Short-term Group courses, including course development using the Trent-ESL curriculum document, lesson preparation, marking, student correspondence through office hours and student evaluation. As part of the Trent-ESL instructional team, attendance at scheduled meetings and professional development events is required. This combined role is a key element to enhancing the student learning experience in the Trent-ESL program, measurable by enhancements to student retention and student success.

#### Key Activities:

##### Academic Liaison:

* Liaises between the Trent-ESL program and Trent International as well as Trent University academic departments to identify and respond to opportunities to enhance the transition from Trent-ESL studies to undergraduate studies at Trent University. Oversees the SAS Mentors program and ESL student enrollment in degree courses.
* Collaborates with University programs, Trent International initiatives and University structures designed to enhance student retention and student success by developing and implementing programs designed to augment the Trent-ESL program. Acts as the staff advisor for the Trent Speaking Partner Program.
* Conducts research to inform the Trent-ESL program offerings including comparing the academic readiness of Trent-ESL graduates with other international students and domestic students. Researches and explores opportunities to maintain and enhance alignments between the Trent-ESL program, Trent University academic programs and Trent University academic support structures.
* Under the direction of the Trent-ESL Operations and Academic Manager, interviews and supervises undergraduate students completing internships, placements and practicums within Trent-ESL.
* Collaborates with the Trent-ESL Operations and Academic Manager and other ESL instructors to implement recommendations that stem from Academic Liaison research findings as enhancements to the Trent-ESL curriculum, materials and programming. Monitors Trent-ESL credit courses to ensure that they are up-to-date and relevant.
* Liaises with community partners such as the New Canadians Centre and other ESL providers to promote collaborative opportunities.

##### Instructor:

* Has complete responsibility for the preparation and delivery of Trent-ESL Core English and Short-term Group courses, including contributions to and application of ongoing curriculum development, lesson preparation, marking, and student evaluation. Course(s) taught in each academic term (fall, winter, spring) will be arranged according to demand and to student enrolment. Employs the Learning Management System / Blackboard platform as part of course delivery.
* Researches curriculum materials, independently and in conjunction with other instructors, and prepares course packs, reading materials, listening materials, and supplementary materials; contributes to general curriculum development of the program. In team-taught courses, works closely with co-instructor(s) to ensure effective delivery of material and coverage of material appropriate to the level.
* Provides initial advising to students on issues related to acculturation to Trent and to Canada, including academic advising, social transition, and life skills required of international students as part of an advising continuum. Refers students to appropriate University student services, and to Trent International for advising and support.
* Participates in the Program’s professional development activities by engaging in research of relevance to the Program’s teaching, or by attending professional and scholarly conferences and professional development events.
* Provides office hours to allow for individual consultations and/or writing conferences for students in the Trent-ESL program.
* Delivers practice workshops for students taking the Trent-ESL Placement Test or Promotion Test as required; coordinates the administration and marking of these tests; and works with other instructors and the Trent-ESL Manager to arrange appropriate placement of students following the tests.

##### Other Duties

* Assists the Trent-ESL Manager with administrative duties as required, particularly during peak enrolment periods.
* Attends, participates, and/or facilitates sessions at Trent-ESL Orientation, held at the beginning of each term.
* Supports activities and events of Trent-ESL program and Trent International, such as Open House, the TI formal and Cultural Outreach.
* Contributes to the Program’s in-house resources development by writing instructional texts and materials as assigned by the Manager.
* Other duties as assigned.

#### Education Required:

* Master’s Degree in a related discipline and TESL Certification

#### Experience/Qualifications Required:

* Minimum 3 years EAP classroom experience required, preferably in a university setting. Previous academic administration and academic program design experience an asset.
* Proven ability to teach in a blended learning or online setting using a variety of online teaching platforms and applications.
* Excellent interpersonal skills required.
* Excellent oral and written communication skills required.
* Familiarity with computer applications including MS Office (Word, Excel, SharePoint, Teams) required.
* Ability to work as part of a team and with minimal direct supervision.

#### Supervision:

* No formal supervision of others is required.