**Department of Human Resources**

**OPSEU Job Description**

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

**Job Number:** A-232

**NOC:** 4033

**Band:** 9

**Department:** Trent International

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

**Last Reviewed:** June 26, 2012

**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 within the Trent-ESL and Trent International and with Academic Departments in Peterborough to ensure that the Trent-ESL program provides relevant, comprehensive and outstanding academic preparation for and integration to a range of degree pursuits at Trent University. This person will 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 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:

1. Liaises within the Trent-ESL program, Trent International and with Trent University academic departments to identify and respond to opportunities to enhance the transition from Trent-ESL studies to undergraduate studies at Trent University.
2. Establishes and maintains collaborative efforts and existing programs with academic units and academic support services across campus. Researches and explores opportunities to maintain and enhance alignments between the Trent-ESL program, Trent University Academic programs and Trent University Academic Support structures.
3. Collaborates with university programs, Trent International initiatives and university structures designed to enhance student retention and student success, both academically and in association with student services by developing and implementing program design to the Trent-ESL program.
4. Collaborates with the Trent-ESL Curriculum Coordinator to implement recommendations that stem from Academic Liaison research findings as enhancements to the Trent-ESL curriculum and programming.

Instructor:

1. Has complete responsibility for the preparation and delivery of TRENT-ESL 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, summers) will be arranged according to demand and to student enrolment. Employs the LearningSystem/Blackboard platform as part of course delivery.
2. 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.
3. Develops and delivers other workshops on a range of academic skills, e.g., reading, essay writing, listening, research, exam preparation, study skills, oral presentations, university transition. Where required, conducts additional conversation, pronunciation or other supplementary classes or workshops as a complement to TRENT-ESL classes.
4. 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 the Trent International Program for advising and support.
5. 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.
6. Assists TRENT-ESL Manager with administrative duties as required; particularly during peak enrolment periods.
7. Provides office hours to allow for individual consultations and/or writing conferences for students in the TRENT-ESL program.
8. Delivers practice workshops for students taking the CAEL (Canadian Academic English Language) test; helps to administer and mark these tests; and works with other instructors and the TRENT-ESL Manager to arrange appropriate placement of students following the tests.
9. Attends, participates, and/or facilitates sessions at TIP camp, held at the beginning of each term.
10. Attends extracurricular activities and events of the TRENT-ESL program and Trent International Program, such as the TIP formal and Cultural Outreach.
11. Contributes to the Program’s in-house resources development by writing instructional texts and materials as assigned by the Manager.

**Education**

Master’s Degree in related discipline and TESL Certification.

**Experience Required**

1. Minimum two years EAP classroom experience required. Previous academic administration and academic program design experience an asset.
2. Excellent interpersonal skills required.
3. Excellent oral and written communication skills required.
4. Familiarity with computer applications including MS Office (Word, Excel, Access), Novell GroupWise, and Internet required.
5. Ability to work as part of a team and with minimal direct supervision.