**Department of Human Resources**

**OPSEU Job Description**

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

**Job Number:** A-311

**NOC:** 4033

**Band:** 8

**Department:** Trent International Program

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

**Last Reviewed:** December 21, 2015

**Job Purpose**

The Trent-ESL Academic Liaison has an 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 Programs and with the Academic Departments in both Peterborough and Oshawa to ensure that the Trent-ESL program provides relevant, comprehensive and outstanding preparation for a range of degree pursuits at Trent University. This person will research and coordinate with the range of academic and student support services to implement complementary systems within the Trent-ESL program and in consideration of the Trent International Program, measurable by enhancements to student retention and student success.

**Key Activities**

Academic Liaison:

1. Liaises within the Trent-ESL program, the Trent International Program 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 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 Program 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 findings as enhancements to the Trent-ESL curriculum.

**Education**

Master’s Degree in related discipline and TESL Certification.

**Experience Required**

1. Minimum two years ESL 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.