UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

Working Title: Academic Support Specialist  
Formal Title: Advisor II  
Reports To (Title): CIEP Director  
Department/College: Culture & Intensive English Program (CIEP)  
Pay Grade: III  
PEC Review Date: 12/09  
Prep Date: 9/11

PRIMARY FUNCTION: Designs and delivers curriculum and evaluates the progress of students with regard to non-credit English language courses of the Culture and Intensive English Program; works on special projects related to curriculum development as needed; mentors other departmental staff and students with regard to exam administration, professional development, and student field experiences; and assists with program marketing and recruitment.

PERCENTAGE OF TIME CHARACTERISTIC DUTIES AND RESPONSIBILITIES

40% 1. Designs and delivers non-credit English language program courses; determines the progress and readiness of students to progress in the CIEP or University academic classes; and provides students with study skills training and orientation to academic studies in an American university environment.

35% 2. Participates in meetings with departmental staff to discuss policies, procedures, and program curriculum; works on special projects related to curriculum development or other program-related work as needed; conducts placement testing; administers Test of English as a Foreign Language (TOEFL) exams for students in the CIEP and/or University classes; and examines texts and other materials for adoption.

15% 3. Provides leadership and serves as a formal mentor to Academic Support Assistants, temporary staff, and graduate teaching assistants; trains graduate teaching assistants in the administration of proficiency testing and TOEFL exams; supervises and evaluates practicum students during Teachers of English to Speakers of Other Languages (TESOL) field experiences; maintains current knowledge in the development and delivery of language teaching and learning; participates in staff searches when necessary; and assists with staff orientations as needed.

5% 4. Assists with program marketing and recruitment as needed; conducts peer observations for professional development purposes; and coordinates special short-term programs as needed.

5% 5. Represents CIEP to community or university groups as needed; and attends staff meetings and ceremonies.

GENERAL INFORMATION: Master’s degree in TESOL, linguistics or related field plus at least the equivalent of four semesters teaching in a United States Intensive English Program required. Ability to demonstrate by third party evidence a level of English proficiency appropriate for the position and to work collaboratively with others also required. Experience teaching English as a foreign language abroad, experience with multi-media and computers in language teaching, and evidence of professional accomplishments such as publications or presentations preferred.

The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university’s right to assign, direct and control duty assignments.

Prepared By: Scott Klahsen  
Incumbent: Phil Plourde  
Approved By: