UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL & SCIENTIFIC TEMPORARY POSITION DESCRIPTION

Working Title  Program Assistant
Formal Title  Program Associate I
Reports To (Title)  Director of Culture and Intensive English Program (CIEP)
Department/College  CIEP
Pay Grade  I

PRIMARY FUNCTION: Performs tasks required for an uncertain period of time or in connection with a specific function/assignment; delivers non-credit English language courses in the CIEP; creates and administers tests to determine progress of students; and meets with students as needed.

PERCENTAGE OF TIME CHARACTERISTIC DUTIES AND RESPONSIBILITIES

50%  1. Delivers non-credit English language courses; determines the progress and readiness of students to progress in the CIEP or University academic classes; and adheres to the Teaching Standards for CIEP Staff.

30%  2. Administers and tabulates standard and self-made tests and instruments to evaluate students’ progress in courses; creates tests, instruments, and projects to evaluate student’s progress in courses.

15%  3. Attends staff meetings; meets with students during scheduled office hours; accompanies student to CIEP organized events (i.e. new student orientation, culture talks, field trips) when necessary.

5%  4. Covers for other staff members on sick leave when necessary.

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GENERAL INFORMATION: M.A. in TESOL or enrolled in M.A/TESOL program required.

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.

Incumbent: Carolina Coronado-Park
Printed Name: Carolina Coronado-Park
Signature:

Date: Interim CIEP Director