PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

**Working Title**  Director Culture and Intensive English Program  
**Code**  2541  
**Formal Title**  Director II  
**Code**  2602  
**Reports To (Title)**  Associate Provost for International Programs  
**Department/College**  Culture and Intensive English Program (CIEP)  
**Pay Grade**  V  
**PEC Review Date**  12/12  
**Review Date**  12/12

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**PRIMARY FUNCTION:** Oversees all aspects of the Culture and Intensive English Program (CIEP) to assure achievement of English instruction and cultural, social, and academic orientation to the United States to non-native speakers of English; provides leadership for development of curriculum materials; oversees recruitment and marketing strategies; supervises staff; oversees program compliance with requirements necessary to maintain program accreditation; and advises and counsels students.

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<th>PERCENTAGE OF TIME</th>
<th>CHARACTERISTIC DUTIES AND RESPONSIBILITIES</th>
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<tr>
<td>40%</td>
<td>1. Oversees all aspects of CIEP; sets goals and develops standards for program; develops policies and procedures relating to both short-term and long-term goals; directs communications about policy, procedures, and events to CIEP staff and external parties; organizes substitutes for instructors on sick leave or vacation; meets regularly with Academic Support Coordinator to discuss developments in the curriculum and other aspects related to delivery of instruction, evaluation of students, and professional development of instructional staff; works with Program Coordinator to regularly schedule classrooms, survey students and staff, hire office staff, and fulfill on-the-job needs of staff members and the needs of the students to effectively participate in the program; works with the Activities Coordinator to effectively organize cost-effective and relevant extra-curricular activities and provide assistance with student counseling needs when necessary; and serves as a designated school official (DSO) with U.S. Dept. of Homeland Security to fulfill duties related to the immigration needs of students in the program.</td>
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<td>25%</td>
<td>2. Meets regularly with staff to discuss and direct efforts for electronic and paper-based promotional materials; discusses promotional ideas and reviews electronic and paper-based promotional materials developed by team; directs efforts to sustain communications to external parties such as partner institutions, educational consultants, companies providing publicity services, and professional associations; travels abroad to meet with partner institutions to discuss cooperation; develops proposals for custom programs; works with educational consultants/agents to comply with guidelines for cooperation; and screens offers from educational consultants, publicists, and recruiting agencies for possible use of services.</td>
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<td>3. Develops general program budget; reviews and approves budgets for CIEP activities with Activities Coordinator and for instructional materials with Academic Support Coordinator; reviews and approves monthly budget reports prepared by Program Coordinator; and approves requisitions and purchase orders prepared by the office staff.</td>
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<td>4. Oversees the development or revision of forms and procedures and their use to improve efficiency; keeps documentation of communication events including staff meetings, committee meetings, meetings with UNI departments/colleges and staff orientations for continuity of operations and accreditation purposes; keeps abreast of developments in the curriculum and documents used for reporting progress of students; enforces compliance in use of standard documents by staff and students and meeting submission deadlines if necessary; develops and maintains handbooks for instructional staff, office personnel, and students; oversees use of program wide survey instruments and surveys conducted by CIEP staff and others with research interests; oversees development of 3 year review plans and implementation of activities outlined in the plans as required by the Commission on English Language Program Accreditation (CEA); and writes period reports in compliance with CEA requirements.</td>
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5%  5. Performs special projects and serves on University committees as directed by the Associate Provost for International Programs; and provides advice to the Associate Provost for International Programs.

GENERAL INFORMATION: Master’s degree in TESOL, linguistics, or related field plus at least five years of experience teaching ESL in an U.S. based institution of higher learning required. U.S. citizenship or permanent residency, administrative experience in an education setting and strong organizational, planning and leadership skills also required. Administrative experience in an intensive English program and experience living and working overseas preferred. Native or native-like fluency in both written and oral English necessary.

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.