

# JOB DESCRIPTION

<b>Job Title:</b> ESL Assistant		<b>Hours:</b> 15-20 hours/week
<b>Department:</b> Center for Language & Culture		<b>Hourly Rate:</b> \$9.00/hour
<b>Supervisor:</b> Director of ESL		<b>Federal Work Study Eligible?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Job Description:

The ESL Assistant provides support to the Center for Language & Culture, particularly with the non-intensive ESL program. Duties include preparing museum class curricula; collecting and maintaining program documentation; creating certificates of completion; and promoting the program via social media outlets.

## Responsibilities:

- Visit the upcoming week's museum in order to check existing worksheet questions, draft new questions, investigate exhibits, and generally prepare the museum class worksheet
- Collect all necessary documents to prepare museum class packet for the non-intensive ESL instructor
- Assist the museum instructor with check-in/check-out for large groups
- Update museum class accounting reports on a monthly basis
- Investigate new museum class opportunities for inclusion in the program
- Prepare handouts and make copies of enrollment agreements, syllabi, special weekend course curricula, museum class worksheets, museum class attendance sheets, surveys, etc., as needed, for all non-intensive courses
- Prepare certificates of completion for museum and onground non-intensive courses and send them to students following the completion of the course
- Draft schedules for museum and onground non-intensive courses for each term
- Coordinate with IT to update NAIMS with course information and double-check for accuracy
- Collect and file program documentation, including, but not limited to, instructor timesheets, museum class rosters, media releases, etc.
- Update electronic enrollment agreement records on NAIMS
- Assist with the grading of museum worksheets
- Assist in course curriculum development, as needed
- Maintain and update non-intensive social media accounts
- Send schedules, flyers, and other program information to au pair contacts throughout the year
- Assist with administration and collection of Intensive English program mid-term and end-of-course surveys
- Participate in teaching demonstrations of prospective instructors
- Attend and act as note-taker for program committee meetings
- Assist departmental staff with general office duties
- Perform other related duties, as requested

## Job Qualifications:

- Previous work experience in an administrative support role preferred
- Exceptionally strong attention to detail (data entry, text editing, document formatting, following multi-step instructions, etc.)
- Ability to use equipment required for administrative tasks (e.g., copying and scanning)
- Experience or education in TESOL or similar environment preferred
- Ability to handle confidential student information with discretion
- Previous work experience in a proctoring environment preferred
- Strong work ethic and ability to work independently, with minimal supervision
- Proficiency in Microsoft Office applications
- Ability to interact effectively with a diverse international student population
- **Solid written and verbal English communication skills is a must**
- **This role requires off-site responsibilities, so a valid Driver's License and reliable transportation are required**