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| Job Title | National Forum on Second Language Literacy Coordinator |
| PVN ID | GS-2411-006571 |
| Category | Instruction and Social Service |
| Location | The GRADUATE CENTER |
| Department | ILETC |
| Status | Part Time |
| Hourly Rate | \$45.00-\$50.00 |
| Hour(s) a Week | 7.00-9.00 |
| Closing Date | Jan 13, 2025 (Or Until Filled) |

General Description

The Center for Integrated Language Communities ([CILC](#)), a National Language Resource Center housed at the Graduate Center that focuses on second and heritage language education at minority serving institutions **is looking for a National Forum on Literacy Coordinator** to oversee all activities related to the Forum in consultation with other CILC staff members. The Forum will provide a space for a national dialogue on the opportunities that a focus on literacy development affords to students and programs alike. The Forum Coordinator, in consultation with CILC's staff, will oversee a series of small-group conversations about the role of literacy in second language education at the college level as well as a culminating meeting opened to a larger audience of college instructors.

Start: 12/15/2024 **End:** Position available until 08/15/2025, with the possibility of extension **Location:** Remote

Other Duties

- Recruit faculty for small-group conversations, including preparing materials, advertising, responding to emails, contacting prospective recruits, etc.
- Organize 6 to 10 small-group sessions, including selecting and preparing readings, preparing guiding questions, scheduling, leading meetings, compiling notes, etc.
- Organize a national Forum to disseminate the work conducted by the small groups, including preparing materials, advertising, organizing sessions, co-leading the Forum, preparing Forum outcomes for publishing on the CILC site, etc.
- Other duties as assigned.

Qualifications

Competitive candidates will have:

- MA in second language acquisition, language education, literacy, or similar, or current enrollment in a doctoral program in one of these fields
- Strong writing and editing skills
- Excellent attention to detail
- Ability to work independently and with a team
- Experience working with faculty
- Experience teaching second languages at the post-secondary level, a plus if at an minority serving institution or community college

Additionally, background knowledge of instructed second language acquisition, including pedagogical approaches to teaching second languages and or background knowledge in the field of literacy development is preferred.