
Job Title	Director of English Language Institute
PVN ID	SI-1606-001218
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Center for International Service
Status	Part Time
Annual Salary	\$36,476.00 - \$42,000.00
Hour(s) a Week	26.00
Closing Date	Oct 31, 2016 (Or Until Filled)

General Description

The English Language Institute (ELI) Director is responsible for strategic and fiscal management, marketing and recruitment, staffing, retention, the curriculum and co-curriculum, and student success. Responsibilities also include enhancing recruitment strategies, as well as developing partnerships for customized, online, and sponsored student programs.

- Provides leadership and vision for the English Language Institute
- Maintains expertise on current and emerging trends and/or technologies related to English language learning, intensive English programs, international student trends, recruitment and retention strategies for English language learners, including assessing the feasibility and effectiveness of utilization at CSI
- Develops and maintains effective programming for ELI students, working with other Center units and CSI campus units as appropriate;
- Develops, administers the delivery of, and evaluates the effectiveness of ELI and short-term English language curricula, with levels from beginning to advanced in reading, writing, speaking, grammar, and listening;
- Manages the academic and financial success of the ELI, including management of the ELI program budget, working with the Administrative unit at the Center for International Service.
- Conducts orientation programs for new ELI international students, in conjunction with the ISSS unit of the Center.
- Promotes and actively recruits for ELI, including the creation of a recruitment plan and periodic reviews of it.
- Creates and administers academic policies and procedures for the unit
- Manage accreditation/reaccreditation processes
- Manage curriculum (e.g. textbooks, methods, integration of levels, assessment)
- Manage placement process
- Work with sponsoring agencies or governments in enrolling students and retaining students.
- Provides direct academic assistance to and support for students within the English Language Institute

- Hires, supervises, and provides on-going training and professional development for IEP teaching staff
- Coordinates with Admissions Office on conditional admission of international students.
- Teaches IEP courses as needed;
- Performs other related duties as assigned.

Other Duties

The position is being offered part-time for 26 hours a week, with an opportunity to supplement hours by teaching in the English Language Institute.

The College of Staten Island is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs, and through the Graduate Center, participates in CUNY doctoral programs. The College enrolls approximately 14,000 students and employs nearly 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Gregorian style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure which includes a high performance computational center that supports technology-based research, teaching, and learning through CUNY. Two residential buildings on campus provide housing for over 400 students.

Qualifications

Required Qualifications: B.A. and 3-5 years' experience in international education. Ability to work in the U.S. Ability to travel internationally. Fluency in English.

Desired Qualifications: Master's degree. TESOL certified, ability to speak a second language. Overseas study, work, or volunteer experience.

Core Competencies expected:

- Best practices and transparency in recruitment practices.
- Curriculum development and implementation.
- Advising and counseling of international students.
- Social and cultural program planning and implementation.
- Accreditation process.

- Strategic planning and how to effectively review overall program and program components.
- Assessment tools.