
Job Title	Curriculum & Instructional Director
PVN ID	SI-2109-004251
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Center for Global Engagement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 07, 2021 (Or Until Filled)

General Description

At the English Language Institute (ELI), within the Center for Global Engagement at College of Staten Island (CSI) of CUNY, be responsible for strategic & fiscal management/marketing & recruitment/staffing/retention/curriculum & co-curriculum/student success; Provide leadership and vision by managing ELI program budget and ELI academic/financial success, create & administer ELI academic policies/procedures; Research/develop/evaluate/implement English language curricula & instructional materials, conduct teachers & school staff trainings for implementation of curriculum standards and new programs; Establish orientation programs for new ELI international students, manage academic support to ELI program by hiring/supervising/training teachers, helping students within ELI, coordinating the admission to the college as an international student; Maintain expertise on current and emerging trends and/or technologies related to English language learning & intensive English programs, provide recommendations for interface design/sequencing of instruction/online interactive activities; Partner with agents/institutions/governments in enrolling students & developing grant and scholarship proposals; Attend fairs abroad to recruit students, expand a network of partner institutions to enroll groups of students, and manage accreditation/reaccreditation processes.

Other Duties

N/A

Qualifications

Master's Degree in Education or a related discipline. Minimum two years of experience in managing a language center & developing partnerships through college agreements & government grants; Sound student

recruitment knowledge and related networking contacts; High understanding of student recruitment/marketing/advertising actions in different regions outside the US; Strong ability to develop and improve an academic language curriculum.