

<b>Job Title</b>	Director of English Language Institute
<b>PVN ID</b>	SI-2405-006270
<b>Category</b>	Managerial and Professional
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Global Engagement
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,715.00 - \$91,190.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 28, 2024 (Or Until Filled)

## General Description

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 CUNY Graduate Center, participates in 7 doctoral programs. The College enrolls approximately 11,000 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 over 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.

The Director of the English Language Institute (ELI) is an integral member of the staff at the Center for Global Engagement at the College of Staten Island/CUNY. The Center is a comprehensive international education office at the College and encompasses International Scholar Services; Study Abroad; the English Language Institute; and Special Programs, and is responsible for overall campus internationalization. The Director of ELI hires and manages faculty teaching in the program, assistants and advisors (as needed) and all support personnel in preparing and supporting international students from abroad to study at ELI to include visa preparation, travel and relocation advice, cultural adjustment, and housing.

### PRIMARY RESPONSIBILITIES:

- Administers faculty and program evaluations.
- Coordinates with admissions office or academic offices when ESL is part of conditional admissions.
- Develops and manages community cultural events.
- Develops and manages student services (such as cultural and social activities, personal and academic advising, orientation, immigration advising).
- Creates and implements plans for periodic review of curriculum; assessment tools, policies and procedures; student services; and program development.

- Creates and executes recruitment plans.
- Creates, develops, and implements strategic plan and initiatives that are appropriate to mission of the English program and the larger institution when applicable.
- Develops opportunities for the integration of students, faculty, and staff of the English Language Institute into the academic community.
- Responds to inquiries about the program from prospective students, parents, and sponsors.
- Ensures adequate facilities and equipment for staff and students.
- Manage curriculum (such as choice of textbooks, methods, and materials; the integration of levels; and the coordination of curriculum with assessment).
- Manages placement process for students
- Oversee program compliance with all applicable federal, state, local, and institutional laws and regulations.
- Works with sponsoring agencies in enrolling and retaining students
- Ensures that health, safety, security, and privacy programs, plans, and policies are in place and effective.
- Identifies changing academic, social, and personal needs of students based on institutional and/or program mission.
- Monitors trends and current world events that impact student mobility, and act upon them as appropriate.
- Manages and executes admission and placement processes for ELI.
- Recruits and hires course instructors and other personnel as needed.
- Other duties as assigned.

## Other Duties

---

## 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. Ability to serve as Designated School Official (must be either a citizen or a lawful permanent resident of the United States).

### Desired Qualifications

Master's degree. Ability to speak a second language. Overseas study, work, or volunteer experience