A 12 month, non-tenure track, open rank faculty position in the English Language Center (ELC) is available at the University of South Alabama (USA), a diverse and growing public university in historic Mobile, Alabama. USA is located near the shores of Mobile Bay and the beautiful Gulf Coast.

**Required Qualifications**

- Master’s in Teaching English to Speakers of Other Languages (TESOL)
- At least one year of experience managing a program related to English as a Second Language (ESL), international students, or related field:
- Experience and a record of excellence in teaching ESL courses:
- Knowledge of various aspects of operation in an ELC, including student admission and matriculation to degree-seeking programs, placement/exit tests, student activities, and risk management:
- Understanding of immigration compliance:
- Excellent communication skills, both in writing and speaking.

**Desired Qualifications**

- Doctorate in TESOL or a related field;
- Second language fluency;
- Experience living, working, or studying abroad;
- Proficiency with student database management systems;
- A record of working collaboratively with diverse university office and departments, potential students and their families, international partners, and recruiters.

**Roles and Responsibilities:**

- Manage academic aspects of the program, including curriculum development and assessment;
- Supervise and evaluate faculty;
- Conduct regular program evaluation;
- Maintain ELC database and develop data-based reports;
- Recruit, admit, and retain students;
- Teach courses as assigned;
- Facilitate teamwork and a positive working environment;
- Participate in professional development activities that may require travel;
- Travel overseas to recruit new students.

This position is renewed annually, reports to the Dean of the School of Continuing Education and Special Programs, and serves as a key member of the Office of International Education administrative team.
Review of applications will begin on February 16, 2015 and will continue until the position is filled with a negotiable start date. Send letter of application, curriculum vita, and official transcripts for all undergraduate and graduate coursework to:

Dr. Jenny Manders  
ELC Search Committee Chair  
School of Continuing Education and Special Programs  
University of South Alabama  
555 University Boulevard North, AHE 101  
Mobile, AL 36688-0002

The University of South Alabama is an Equal Opportunity Employer – Minorities/Females/Veterans/Disabled.