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**Job Description - Assistant Director of ELC**

Department: English Language Center Report to: Director of English Languages

**Position Summary**

Under the guidance of the Director of English Languages, the assistant director of ELC:

* Manages the affairs of English Language Center and maintains effective communication and cooperation with other WKU departments;
* Works on the improvement of the organizational structure in accordance with the strategic development needs;
* Attends administrative meetings and writes the department’s work summary, work plan and other reports;
* Cooperates with the English Language Center Faculty Committee to improve Center’s services and maintains effective communication and cooperation with all faculty members;
* Develops and implements English learning support services and programs for students with various language proficiency and learning needs.
* Develops English skills workshops and seminars for colleagues in other departments to improve their English proficiency;
* Manages the affairs of English Language Lab (ELL) and expands its services;
* Manages department’s recruitment plans and process, and trains new hirers;
* Strengthens the internal management, facilitating staff members’ professional development;
* Executes the director’s plans and implement other tasks assigned by the director

**Preferred Qualification**

* Master Degree in TESOL, TESL, TEFL, or other related fields from an accredited university;
* High English language proficiency;
* Study/work experience in an English-speaking country;
* Over 5 years work experience in English language tutoring;
* Passion for the English teaching and devotion to student learning support;
* Familiarity with American teaching style and methodology;
* Willingness to go the extra mile and work under pressure;
* Highly organized and disciplined;
* Excellent management and organizational skills

**岗位书 – 英语语言中心主任助理**

部门：英语语言中心 汇报：英语系主任（英语语言中心主任）

**岗位职责：**在英语语言中心主任的指导下，主任助理负责

1. 主持部门的日常工作，协调本部门与其他职能部门的工作关系
2. 根据战略发展需要，对学校组织构架提出相应的改进方案
3. 参加行政会议以及其他相关会议，完成年度工作计划、总结以及其他等相关报告
4. 加强与英语语言中心外教委员会的合作，进一步提高语言中心的服务水平，并协调部门与外籍教授们的工作关系
5. 为不同水平不同学习需求的学生开发和实施英语教辅课程和服务
6. 为其他部门同事开发并开展英语学习研讨会提高其英语水平
7. 主持英语语音实验室的相关事宜，进一步扩充语音实验室的服务内容，提高服务质量
8. 负责部门的人事招聘相关材料，对新员工进行培训
9. 强化本部门内部管理，促进部门人员进行知识更新和专业技术的进一步发展
10. 实施部门主任的相关计划，并完成领导交办的其他事务

**优先条件：**

1. 硕士及硕士以上学位，英语或英语教学类（TESOL、TESL、 TEFL 等）专业
2. 具备优秀的英语能力
3. 有英美等国家留学经历或工作经历
4. 有5年以上在英语教辅类工作经验
5. 热爱英语教学，专注学业支持工作
6. 熟悉美式教学模式和方法
7. 能胜任加班等高强度的工作环境
8. 具有高度的组织性和纪律性
9. 具有优秀的管理、组织协调能力