



Position Title: Associate Instructor, ESL and Foreign Language
Reports To: Department Chair
Department: College-wide
Prepared By/Date: Donna French/06-20-2011
Approved By/Date: College-wide/06-21-2011
Revised:

Job Code: 3802
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

This position provides academic and student service assistance to students, faculty, and administrators in support of the operations of the ESL & Foreign Languages department.

Essential Duties and Responsibilities:

- Supervises part-time support personnel
- Facilitates faculty involvement with student support services functions
- Serves as liaison to internal and external support service units (e.g. Testing, Outreach, Admissions, Financial Aid, New Student Center, etc.)
- Facilitates outreach and recruitment activities
- Represents the Department in relevant campus and college wide initiatives (e.g. appeals, retention, petitions, etc.)
- Coordinates and oversees general student services initiatives (i.e. registration, advising, mentoring, and enrollment management)
- Promotes and helps monitor the professional development of unit personnel
- Enhances the unit's quality by consistently implementing best practices that promote increased effectiveness and efficiency of the unit
- Performs other duties assigned

Knowledge, Skills and Abilities:

- Strong leadership and communication skills
- Proficient skill in Microsoft Office (Word, Excel, Power Point, Publisher) applications
- Excellent telephone and customer service skills
- Excellent organizational and creative skills
- Ability to communicate positively and display College Programs
- Ability to exercise initiative and sound judgment
- Ability to work a flexible schedule to include evenings and weekends to support the needs of the department and Campus
- Proficient Bi-lingual oral and written skills in Spanish and English
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is low to moderate. This position is assigned to an open area

where the work space is shared with other department staff members.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Education and three (3) years of work experience in an academic setting
- Bilingual in Spanish/English

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name