



**Position Title:** Part-Time ESL Resource Center Writing Lab Instructor

**Job Code:** 8101

**Reports To:** Lab Manager

**Grade:** H1

**FLSA:** Exempt

**Job Description:**

The Part-Time ESL Resource Center Writing Lab Instructor supports the Lab Manager in delivery of instruction for students.

**Duties & Responsibilities:**

- Researches, develops, and conducts workshops and orientations
- Assists lab manager in development of material
- Provides instruction in a lab setting or classroom setting
- Evaluates and grades student written work and software assignments
- Computes final lab student grades of end of term for all EAP lab courses
- Provides training for other lab staff members on lab policy and procedures
- Participates in workshops and training
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in related field from a regionally accredited institution with at least one (1) year teaching experience
- Must have excellent oral and written communication skills

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name