Position Announcement

The University of Wisconsin-Marshfield/Wood County ELL Program is seeking a qualified individual for a part time non-tenure track teaching position in the English Language Learner program. The UW-Marshfield ELL Program teaches discrete skill based classes to prepare non-native speakers of English for university work. There are 6 8-week instructional sessions offered each year, and enrollment ranges from 5-20 students per session. The ELL Program is a unit of the Continuing Education program.

Position Title: Instructor (ELL Program)

Terms of Employment: This is a part time appointment (20 hrs.), no benefits. The position is ongoing upon funding. This is a year-round appointment with summer teaching duties, however, schedule is flexible/adjustable. Compensation based on experience.

Required Qualifications:
- TESOL/TEFL Certification
- Experience teaching EFL in a high-school or postsecondary setting

Preferred Qualifications:
- MA in TESOL or in a closely related field with graduate coursework in TESL
- The equivalent of at least two years of full-time ESL teaching experience
- Proficiency in English

Responsibilities:
- Teach 20 hours per week in discrete skills based classes
- Develop assigned course and supplementary materials
- Provide documentation, assessment and feedback to students
- Attend teacher’s meetings and maintain office hours
- Participate in developing curriculum and evaluating textbooks
- Collaborate on orientation, curricular, co-curricular, and programmatic matters.

Application Procedure:
- Send a letter of application which includes a brief statement of teaching philosophy
- A curriculum vitae

Application packets should be addressed to:

Ms. Emery Wontor, International Student Affairs Coordinator
UW-Marshfield/Wood County
2000 West 5th Street
Marshfield, WI 54449

Deadline: 08/24/2015