

JOB DESCRIPTION

Job Title: ESL Instructor, Kingsborough English Language Immersion (KELI) Program

Location: Kingsborough Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Kingsborough English Language Immersion Program (KELI), at Kingsborough Community College of the City University of New York is an intensive English as a Second Language (ESL) program for students who wish to improve their academic English language skills. The program prepares students for the demands of college study; and provides a TOEFL instruction component. Classes meet for five hours a day, five days a week.

The ESL Program Office at Kingsborough Community College seeks applications for an ESL Instructor, reporting to the Director. The successful candidate will perform the following:

- Provide academic and contextualized construction in terms of developing the students' social, cultural, and historical knowledge of the United States as a global state
- Monitors, evaluates, documents, and reports on students' academic participation and progress; ensures compliance with program requirements for attendance and completion of assignments, and coordinates records and files
- Advocates for students, directs students to the appropriate advisor for referral to support services and referrals to campus learning resources and/or University student development services
- Checks-in regularly with the Program Director, Academic Advisor and Administrative Staff
- Participates in meetings and training activities as needed
- Assists in the placement of new KELI applicants each semester
- Provides TOEFL instruction

QUALIFICATIONS

Bachelor's Degree preferred.

The following qualifications are also preferred:

- Experience working with diverse populations
- Strong written and interpersonal communication skills
- Proactive and detail orientated with strong organizational skills
- Ability to work effectively as an individual contributor and team member
- Computer proficiency using standard academic, administrative and office software programs/applications, such as Microsoft Office
- Knowledge of CUNYFirst, Google docs and other student platforms

CUNY TITLE OVERVIEW

Provides academic instruction to a diverse, non-native English-speaking student population.

- Facilitates student learning
- Offers academic and personal support to help students achieve success at each section level
- Provides students with appropriate referral to advisors or other college and external support services
- Monitors and evaluates students' educational progress by conducting formative and summative testing
- Establishes and maintains student files, databases and records

Job Title Name: Academic Advisor

CUNY TITLE

CET

COMPENSATION AND BENEFITS

Salary: \$40-45/hour based on education and experience

CONTACT

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EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.