Vacancy Announcement

Temporary English Immersion Specialist – International Programs

Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of English Immersion Specialist for International Programs. This is a Temporary Hourly, non-benefited position.

The successful applicant will have the following qualifications:

Minimum Qualifications:
- Bachelor’s degree and a TESOL Core Certificate or Bachelor’s degree and at least 1 year of experience teaching English to speakers of other languages.
- Excellent speaking, writing, listening, critical thinking, and problem solving skills.

Preferred Qualifications:
- Master’s degree in TESOL/TEFL or a related field.
- 2 or more years of experience teaching English to speakers of other languages.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

The anticipated date for this position is from July 13, 2015 to August 6, 2015

Applicants must submit the following:
- Cover letter (no more than two pages that explain how the candidate’s experiences and qualifications demonstrate the minimum, preferred qualifications and characteristics of the job description)
- Resume

Application materials will be considered as they are received. Position is open until filled.

Application submissions should be sent to macob-nash@cascadia.edu. Please type in the subject line of your email “Temp EIS”.

Faxed, mailed, and delivered applications will not be accepted. Application materials become the property of Cascadia College.

For questions related to this position, please email macob-nash@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s web site www.cascadia.edu/employment.

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex/gender, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. Persons with disabilities needing assistance in the application process may make request to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Temporary English Immersion Specialist – International Programs

<table>
<thead>
<tr>
<th>Full or Part Time:</th>
<th>Part-Time, Hourly</th>
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<tbody>
<tr>
<td>FLSA Status:</td>
<td>Overtime Eligible</td>
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<tr>
<td>Stipend:</td>
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<td>Supervising Position:</td>
<td>Director of International Programs</td>
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<td>Duration:</td>
<td>Temporary - July to August, 2015</td>
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<td>Union Representation:</td>
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Position Summary

The International Programs Office at Cascadia College is seeking a **Temporary English Immersion Specialist** to develop and conduct an English learning program for international students participating in a short term summer program offered by the College. The program is designed to provide students with an introduction to US culture; the English portion of the program is intended to complement the students’ cultural experiences.

Essential Duties and Responsibilities

**Duties & Responsibilities:**

- Develop curriculum and lesson plans to enhance the student experience of the local excursions that are part of the short term program.
- Prepare engaging lessons and other instructional materials to meet the needs of students with differing levels of English proficiency.
- Manage student conduct in the classroom.
- Participate in selected out-of-class activities associated with the short term program.
- Meet weekly with short term program management discuss the progress of the program.
- At the conclusion of the program submit a summary report with recommendations for improving the program.
- Perform related duties as required.

**Frequency**

- Daily 25%
- Daily 25%
- Daily 25%
- Daily 15%
- Weekly 10%
- Once
- As needed

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Education and Experience

Minimum Qualifications:
- Bachelor’s degree and a TESOL Core Certificate or Bachelor’s degree and at least 1 year of experience teaching English to speakers of other languages.
- Excellent speaking, writing, listening, critical thinking, and problem solving skills.

Preferred Qualifications:
- Master’s degree in TESOL/TEFL or a related field.
- 2 or more years of experience teaching English to speakers of other languages.
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Terms of Employment

Temporary hourly employees are exempt from civil service rules and regulations. Employees who work for the college on an as-needed basis and are paid an hourly wage for work performed in specific assignments. These positions are typically not eligible for benefits.

This is a temporary part-time position from 7/13/2015 to 8/6/2015. This position maintains a regular classroom schedule, Monday – Thursday from 8:30am to 11:30am. Meetings and activity times will vary.

Physical Work Environment

Positions in this class typically require: operating a computer, communicating, observing and repetitive motions. Work is performed at the Cascadia College campus and in a variety of local settings.

Semi-Sedentary Work: Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to transport, put, install, remove, or otherwise move objects, including the human body.

Condition of Employment

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

Note

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the area.

Employee

Date

Supervisor

Date