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# Faculty Administrator and Director of the English Language Institute

University of Central Florida

The University of Central Florida (UCF) is seeking an energetic and innovative director to lead and advance our English Language Institute (ELI). UCF is committed to access and student success and values cultural diversity as part of a global education and the ELI director plays an important role in advancing this initiative.

The director provides leadership for a complex organization of approximately 40 faculty and staff and 300 students. ELI is home to: 20 outstanding full-time faculty who possess a spirit of innovation and are a collaborative team dedicated to student learning; 10 graduate teaching assistants in the M.A./Ph.D. TESOL program; assistant director(s) for curriculum/scheduling and student experience; part-time faculty; and an academic advisor. Its mission is to provide high quality English Language programs which includes an Intensive English Program (IEP) with five levels (foundations, 1, 2, 3, and 4), support for international teaching assistants, and other special programs. ELI is supported by teams (budget, HR, immigration and compliance, IT, marketing, communications, and events) within International Affairs and Global Strategies

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## Details

**Posted:**

February 11, 2016

**Location:**

Orlando, Florida

**Salary:**

Open

**Type:**

(IAGS) and has strong partnerships with the M.A./Ph.D. TESOL programs and the College of Graduate Studies. In Spring of 2016, ELI will be moving into the new Global UCF building in the heart of UCF's campus.

The director should have experience recruiting and developing faculty, innovating IEP curricula, and leading successful recruitment initiatives, short term programs, and bridge/pathway tracks. The director is part of the senior leadership team within IAGS and reports to the vice provost for Faculty Excellence & International Affairs and Global Strategies. The director should have fiscal experience developing and managing budgets and will partner with the assistant vice president for IAGS who oversees all shared services (budget, HR, IT, facilities, immigration and advising, etc.) in administering ELI enrollment plans, budgets, and administrative activities. Significant IEP leadership experience and demonstrated ability to lead accreditation efforts is highly desirable.

**Position Minimum Qualifications:**

- A master's degree from an accredited institution. Extensive training and experience in TESOL, Applied Linguistics, Foreign Language Education, or similar discipline.
- A minimum of 5 years of experience in English as a Second Language (ESL) teaching and/or program administration in higher education.
- Experience in ESL programs and curriculum development.
- Experience working with diverse staff and student populations.
- Excellent verbal and written communication skills.
- Experience working with international students.
- Evidence of leading faculty and building teams.
- Experience with budgets.
- Values and supports research (academic or practice-based embedded) and the use of data for program improvement.

Full Time - Experienced

**Category:**

Other International Education Opportunities

**Required Education:**

Masters

**Preferences:**

- At least 4 years of experience in an American Intensive English Program (IEP).
- Demonstrated success in international student recruitment.
- Experience with an ESL accreditation process, particularly Commission on English Language Program Accreditation (CEA).
- Demonstrated ability to develop successful short term programs.
- Demonstrated leadership in activities and initiatives that led to improved student learning and success.
- Experience with recruitment and professional development of faculty.
- Experience coordinating English proficiency tests and assessments (TOEFL, IELTS, CaMLA, etc.)
- Evidence in building/advancing IEP programs.

**Additional Application Materials Required:**

The university requires that all applicants apply online through the UCF Online Recruitment System at <https://www.jobswithucf.com>. In addition to the online application, please also submit a letter of interest, CV/resume, and the names and contact information of 3 professional references.

Note: Please have all documents ready when applying so that they can be attached at that time. Once the online submission process is finalized, the system does not allow applicants to submit additional documents at a later date.

The search committee will begin reviewing applications on February 25, 2016; but the search will remain open until filled.

Please contact Dr. Jana Jasinski (associate dean in the College of Graduate Studies and professor of Sociology), chair of the search committee, at [jana.jasinski@ucf.edu](mailto:jana.jasinski@ucf.edu) with any questions about the search.

UCF is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply, including minorities, women, veterans, and individuals with disabilities. As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

#### NOTES:

Additional Salary Information: Negotiable  
Internal Number: 41302

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### About University of Central Florida

The ELI is designed to prepare non-native English speakers to enter universities and colleges in the United States. The ELI has been home to students from over 70 countries since 1987. Many of these students have graduated from the University of Central Florida's undergraduate and graduate degree programs and are now pursuing their careers with the ability to communicate in English. Three semes...

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