



BENNETT COLLEGE

Job Posting

Title: Intensive English Language Program (IELP) Coordinator

Date of Posting: 09/23/16

Closing Date: Until Filled

Job Code: 16-0923BLT

Department: Center for Global Studies/Academic Affairs

Reports To: Director, Center for Global Studies

GENERAL SUMMARY:

The IELP Coordinator is responsible for the leadership, development, and management of the Intensive English Language Program at Bennett College. The center will provide intensive English instruction to international students, community residents, and expatriated students from around the world. Under the supervision of the Director of the Center for Global Studies, the coordinator is responsible for the coordination of the program and the management of both IELP students and degree-seeking international students during their matriculation at Bennett.

ESSENTIAL JOB FUNCTIONS:

- Work with the director to develop and implement an intensive English curriculum to international and domestic students, including the instruction of the curriculum to students.
- Coordinate appropriate scheduling of course offerings, including working with the registrar and other offices on campus to ensure classes are successfully carried out.
- Coordinate with all College offices affecting international students to ensure quality and constructive student experience.
- Conduct student placement testing throughout the academic year to ensure a smooth transition of new students into the ongoing sessions offered each semester and in the summer months.

- Assist the director with the development of the budget, including researching grant opportunities for the program and in developing funding proposals.
- Organize and coordinate cultural and extracurricular activities for international students to ensure students are successful in their stay at Bennett.
- Work with the Admissions department to develop recruitment strategies and ensure a smooth application process and transition for all incoming international students, both in the IEL Program and degree-seeking international students.
- Participate as crucial member of the IELP team in development and implementation of comprehensive internationalization of institution.
- All other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of higher education preferred
- Skills in standard office software, such as Microsoft Word, PowerPoint, Publisher and Excel required
- Excellent oral and written communication skills
- Ability to prioritize multiple tasks and meet established deadlines
- Strong interpersonal skills
- Ability to work within a diverse community and with a diverse student population
- Ability to work independently

EDUCATION AND EXPERIENCE:

Required:

- Bachelor's degree from a regionally accredited institution
- Experience with SEVIS (Student & Exchange Visitor Information System) non-immigrant regulations and DHS a plus
- Minimum of two years of teaching ESL full time or equivalent, including experience developing curriculum and teaching material

Preferred:

- Master's degree in TESOL (Teaching English to Speakers of Other Languages)
- Some level of proficiency in a foreign language

- Non-immigrant regulations and DHS (Department of Homeland Security) experience

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **16-0924BLT**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.