Position: Academic Coordinator, International Gateways Program

DEPARTMENT: International Gateways Program

IMMEDIATE SUPERVISOR: Associate Director, International Gateways

POSTING DATE: November 19, 2015

CLOSING DATE: Open Until Filled

SALARY: Mid $50K to mid $60K
Full time
Benefited

EXEMPT STATUS: Exempt level

GENERAL NATURE OF POSITION: International Gateways offers high quality English language programs, cultural experiences, and support services to international students, professionals, and visitors at San José State University who want to develop communication skills and strategies for success in a global community.

The Academic Coordinator will report to the Associate Director, International Gateways, and is responsible for assessment and placement of students in the Academic and Test Preparation program. Under the general supervision of the Associate Director the Academic Coordinator serves as the first point of contact regarding student academic and personal issues.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Coordinates individual student placement in coordination with Associate Director

2. Responds appropriately to individual students’ special concerns about their course schedule or academic needs

3. Coordinates assessment as needed in the curriculum such as placement testing and diagnostics

4. Creates written reports for CEA accreditation and others as needed

5. Meets with students for personal and academic concerns

6. Teaches 8-12 hours of courses per week as assigned.

INTERPERSONAL CONTACTS:

A core component of this position is the establishment of effective working relationships with all campus and community entities including
QUALIFICATIONS:

1) **Education and Experience**
   - MA TESOL (or MA in related field with ESL/EFL teaching experience)
   - Minimum of 5 years successful teaching experience in an academic Intensive English Program (IEP), teaching a variety of skill areas at various levels
   - Minimum of 2 years administrative experience of program assessment in a university-based IEP
   - Experience teaching English overseas

2) **Knowledge, Skills and Abilities required**
   - Strong intercultural communication competence
   - Demonstrated ability to work effectively as a part of a team
   - Competence in technology as used in student records, course management, and communications with attention to detail
   - Experience with data entry
   - Demonstrated commitment to ongoing professional development and contributions to the field (research, publications, presentations, professional service, etc.)
   - Ability to provide prompt, accurate, and thoughtful responses to all inquiries
   - Adaptability to ongoing change

3) **Physical Requirements**
   Busy, crowded office environment. Must be able to sit for extended periods, stand for extended periods, and travel to different areas across the campus.

4) **Complexity of Duties**
   Performs duties under minimal direct supervision of the Associate Director

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code IG AC
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.
The SJSURF has implemented California State University Executive Order 1083
(http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.