



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the English Language Centre (ELC):

Director (Ref. No.: USJ20ELC-011)

Responsibilities include, but are not limited to:

1. Lead and direct the development, organization and operations of a new English Language Centre;
2. Lead the management of staff of the English Language Centre;
3. Lead the development and implementation of English language curricula, programmes, support, teaching, learning and assessment (including external assessments) and extra-curricular English-related activities at the university;
4. Promote and improve the English language abilities of students of the university;
5. Lead staff development and curriculum development for English language teaching at university and provide advice, on request to other members of staff of the university.

Requirements:

1. A doctoral degree is preferable though not essential;
2. Experience of a leadership and/or management position in a university or higher education institution's Language Centre or its equivalent;
3. Recent and relevant experience of, and proven expertise in leading teams of English language teachers in higher education;
4. Recent and relevant experience of, and proven expertise in, curriculum development and pedagogy in English language teaching and learning at university level;
5. Recent and relevant experience of working in a higher education institution's Language Centre or its equivalent;
6. Proven ability and expertise to lead, develop and operate an English Language Centre at university level;
7. Publications and scholarship in English language teaching, assessment and curriculum development at university level;
8. Experience of working with external language assessments and benchmarking e.g. IELTS, TEFL, Cambridge English, the Common European Framework of Reference for Languages (CEFR), and of teaching English as a foreign language, e.g. TEFL, TESL, TESOL, ESOL, ESL at university level;
9. Experience of being an examiner for external examinations;
10. Experience of contact with the British Council and the English-speaking Union is preferable though not essential.

For application:

- a. Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- b. All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- c. Review of applications will continue until the position is filled.

Preferred Availability: 1st of September 2020