

Deputy Director for Center for English Studies

The primary focus of the Deputy Director for CES is to implement the policies of the center as well as the university as whole, and to monitor all CES classes to make sure the instructor follows the course outline, lesson plan, and ensure that no personal issues or political issues are involved in classroom teaching or learning.

A. RESPONSIBILITIES:

- Administers and grades the placement tests of prospective students, and conducts an interview with new students.
- Develops teachers' schedules with recommendations from the director.
- Creates class grouping and initial class lists in database.
- Drafts summary term report with director's input and approval, submits to the President.
- Drafts promotional materials for CES.
- Takes minutes of meetings with teachers and others.
- Maintains accurate student records containing, results, new students, student dropout rates, students taking leave of absence, students to graduate from CES, etc.
- Closely monitors student performance.
- Organizes fair and transparent exams for CES courses.
- Helps with student and instructor orientation.
- Supervises instructors and staff in the department.
- Teaches or substitutes a few classes per term as needed.
- Attends trainings, and meetings in the community and at the university.
- Represents the university/CES at meetings and events.

B. QUALIFICATIONS:

Must possess a Bachelor's degree in TESOL, Education or related field, and have a minimum of 3-years working experience in management and/or teaching.

i. Knowledge

- Program development
- Office management
- Teaching

ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

C. REPORT LINE:

- This position reports to Director for the Center for English Studies.