



# Faulkner University

A CHRISTIAN UNIVERSITY

*Preparing You For Success*

Alabama Christian College of Arts and Sciences

## POSITION ANNOUNCEMENT

### Director of the English Language Institute

Position ID 90918

Interested and qualified candidates are invited to apply for the position of Director for Faulkner's English Language Institute. The English Language Institute (ELI) provides programming to enhance the language skills in English and enhance the college readiness skills of non-native English speakers. The Director of the ELI coordinates and oversees all aspects of the ELI. The Director is responsible for institution wide ELI efforts and will be required to travel to University campuses and sites.

The position is a Full-time, 12-month, tenure track position and salary is based on qualifications and experience. Applications will be accepted until the position is filled. The review of applications will begin immediately. The candidate selected must be available to assume the duties of the position for Spring 2010. This position is dependent upon the availability of funding.

**Desired Qualifications** - The following are the minimum qualifications for the Director of the ELI:

**Education/Certification:** A minimum master's degree in the Teaching of English as a Second Language, or closely related field from an accredited institution is required.

**Experience:** A minimum of 5 years experience in the teaching of English to non-native English speakers is preferred but not required.

**Skills:** A demonstration and record of (1) excellent oral and written communications skills; (2) excellent organizational skills, time management skills, ability to prioritize multiple projects, and meet deadlines; (3) excellent interpersonal skills and an ability to deal effectively with a variety of individuals in a student-service environment; (4) excellent computer and analytical skills; (5) ability to work in a fast pace environment; and (6) ability to function effectively in a team-oriented environment.

**Application Requirements** - All applicants for faculty positions are required to submit the following materials:

- A cover letter indicating interest in the position
- A vita (should include a summary of qualifications consistent with the position description)
- A statement of teaching philosophy in a liberal arts institution
- A statement of church affiliation and acceptance of institution's values
- At least three academic/professional references with telephone and email contact information
- A copy of all academic transcripts
- ALSO Complete the diversity data form online: [www.faulkner.edu/services/humanresources/diversityform.asp](http://www.faulkner.edu/services/humanresources/diversityform.asp)

**Applicants should submit all materials and inquiries to:**

Dr. Dave Rampersad, Dean, Alabama Christian College of Arts and Sciences  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109  
[drampersad@faulkner.edu](mailto:drampersad@faulkner.edu)  
(334) 386-7105

**Non-discrimination statement:** Faulkner University is a church-affiliated liberal arts institution committed to employing a highly qualified and diverse administration, faculty and staff, which reflects the University's religious traditions, values and affiliation, and purpose. Thus, the institution invites individuals affiliated with the churches of Christ to submit applications regardless of race, color, national or ethnic origin, age, gender, marital status, or disability. Faulkner University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, marital status, or disability in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. However, Faulkner University exercises a preference in employment for those qualified applicants who are members of the churches of Christ whose lifestyles are consistent with the mission of the University and with the beliefs and values of the churches of Christ. For more information, please visit our website: [www.faulkner.edu](http://www.faulkner.edu)