

Learn English at Dublin City University



Academic Coordinator (Summer Position): Role Profile, Summary.

Job Title	Academic Coordinator (EFL)		
City	Dublin	Contract Type	Full-time
Location	DCU North and South Campuses & possible off-campus locations	Contract Duration	3 Months – Summer Position
Reporting to	School Operations Manager	Salary	€30,598 p.a. pro rata
Closing Date for Application	12 th May 2017		
Start Date	19 th June 2017 (proposed)		

Background	<p>The successful candidate will have the opportunity to expand their career by applying their skills and abilities beyond the sphere of the classroom.</p> <p>The post-holder will form part of the core academic operations team who will influence the shaping of student services and the academic organization of the school.</p> <p>We are looking for individuals with a very strong work ethic who relish and actively seek out new challenges. We are interested in hearing from highly-disciplined professionals who can work effectively in a team-work environment and who will readily set targets for themselves in line with company goals.</p>
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Overview of the Role

<p style="text-align: center;">Key Responsibilities</p>	<ul style="list-style-type: none"> • Assist management with the planning, design and delivery of academic programmes and processes. • Assist management in the training, guidance and support of the academic team for the purposes of delivering best service and championing a culture of excellence. • Contribute to the internal and external processes designed to ensure quality in terms of academic competencies and customer satisfaction. • Provide high-quality English language training which meets client needs and company expectations of excellence and high performance. This may include teacher–training. • Create, initiate and implement strategies & projects to achieve the aims listed above. • Generate and sustain a “can-do”, high-performance environment within the workplace. • Act as an ambassador for the company inside and outside the classroom.
<p style="text-align: center;">Schedule</p>	<ul style="list-style-type: none"> • Employees must be available during normal company business hours • Some variation may be expected in line with seasonal variation in business. • A typical schedule might be 9.00 am-5.00 pm OR 8.30 am– 4.30 pm every weekday. <p>The role will require the post holder to move between teaching duties and coordinator/ managerial assistant/ academic administration duties at different periods depending on business demands. When the post-holder is assigned classroom duties, work-load and project deadlines in other fields will be adjusted accordingly.</p>

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Candidate Profile

	Essential	Desirable	Notes*
Qualifications	QQI/ACELS–approved TEFL qualification and Bachelor Degree	DELTA or RSA DIP TEFLA/ Masters In ESOL/TEFL/ or other EFL-related discipline	
Experience	Minimum 3 years full-time post certification EFL experience Teacher-training	On-line teaching experience	Must have experience teaching multi-lingual EFL groups
Competencies (Teaching/ Education)	Subject knowledge Classroom management Technology in education Lesson planning Language assessment Intercultural awareness	Practical IWB skills	Must be proficient in teaching a complete range of levels including exam preparation classes, EAP and ESP
Competencies (Academic Development)	IT skills Highly organized	Project management EFL course & syllabus design EFL materials design	

Application & Selection Procedure

Closing Date	12 th May 2017
Apply via email to	ruth.mcnamara@dcu.ie
Application	CV with current postal address, daytime contact number & email
	Details of 2 referees known to the applicant in a professional EFL capacity. Names, Post held, Email addresses, Work contact numbers
	Cover letter outlining suitability for the role
	Scans of originals of relevant academic qualifications
Short-list & Interview	Interviews will be held on the main DCU campus (North Campus) Short-listed candidates should bring original academic certificates to the interview.