POSITION ANNOUNCEMENT

TITLE: PART-TIME LECTURER
DEPARTMENT: AMERICAN LANGUAGE PROGRAM
UNIVERSITY EXTENDED EDUCATION
REPORTS TO: DIRECTOR, AMERICAN LANGUAGE PROGRAM
HOURS: PART-TIME (UP TO 12 HOURS PER WEEK)
SALARY RANGE: $39.00 – 45.00/ PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The American Language Program (ALP) is administered by University Extended Education at California State University, Fullerton. ALP is seeking qualified individuals for appointment as part-time lecturers. Responsibilities include teaching courses in English at all levels and subjects.

ESSENTIAL FUNCTIONS:
• Appointees will teach non-credit ESL classes up to 12 hours per week in the ALP Intensive English Program, an academically-oriented ESL program, during both the Fall and Spring semester.
• ALP faculty is encouraged to attend and participate in student life activities and will be compensated at half their instructional rate.

MINIMUM QUALIFICATIONS:
• Experience teaching English as a Second Language in a university based Intensive English Program for a minimum of two years.
• Native or near-native proficiency in English.
• Experience in communicative language methodology, integration of skills, talk based learning, and proficiency in using technology in classroom instruction
• Proficiency in presentation software and word processing
• Ability to work effectively with a wide and culturally diverse range of students, faculty and staff
• Ability to work collaboratively as a member of an instructional team
• Ability to teach a variety of subjects at all levels from entry to collegiate
• A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

EDUCATION:
Master’s in TESOL or Linguistics or related field with a Certificate in TESOL is required

PHYSICAL DEMANDS:
Prolonged sitting in front of a computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; please apply through our online applicant portal found on the following site: http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.