

## **English for Academic Purposes (EAP) Post Doc: Job Description**

The Center for the Study of Languages and Cultures is pleased to announce two English for Academic Purposes (EAP) post-doctoral fellowships for the 2017-2018 academic year. These competitive positions will be awarded to two current or former Notre Dame graduate students in the College of Arts and Letters who have successfully defended their dissertations by August 1, 2017, or up to three years prior.

The EAP Program offers English support and enhancement for international graduate students. The goal of the program is to empower international students to maximize their academic success through coursework, workshops, tutoring, and self-study resources. The EAP post-doctoral scholars are an integral part of the EAP program at Notre Dame. As such, they provide one-on-one tutoring, lead bi-weekly workshops, and teach a one-semester course for international graduate students. This nine-month post-doctoral position runs from August 8, 2017 until May 15, 2018.

For more information and application instructions, visit the EAP website at: [cslc.nd.edu/programs/eap/fellows](http://cslc.nd.edu/programs/eap/fellows). The deadline for applications is **March 31, 2017**.

The job description is as follows:

### **1. Personality and/or Experience Traits**

- a. Foreign language learning experience
- b. Multi-cultural/international experience
- c. Devotion to assisting international students
- d. Exemplary teaching skills (CIFs or other evaluations are required)
- e. Comfortable with basic educational technology: Sakai, Google, Microsoft Office, and Adobe products
- f. Adaptable – willing to research and learn new skills
- g. Dependable

### **2. Pre-Job Training**

- a. Attend up to eight hours of training throughout March and/or April 2016
- b. Sit in on one workshop and one tutoring session in Spring 2016
- c. Attend up to eight hours of training between August 8 and August 23, 2016
- d. Complete all required readings and assignments

### **3. Teaching Responsibilities**

- a. Teach a **3-credit course** in "Pronunciation Strategies and Techniques for English Language Learners" for *one semester* as the instructor of record (this 15-week course is offered on Tuesdays and Thursdays from 5:05pm to 6:20pm, and the syllabus/materials are provided)
- b. Hold office hours for **two hours/ week** during that semester
- c. Provide feedback on students' assignment submissions (about **two hours/week**)

### **4. Workshop Responsibilities**

- a. Lead **six workshops** over the course of the non-teaching semester

- b. Prepare presentation materials
- c. Collaborate with co-sponsors for events
- d. Post materials to the EAP website and Facebook newsfeeds
- e. Report attendance for each workshop

**5. Tutoring Responsibilities**

- a. Hold tutoring hours for **four hours/week** during the teaching semester and **twelve hours/week** during the workshop semester
- b. Tutoring must be held by each post doc in the CSLC over two or more days in any given week, such that all weekdays are covered between both post docs
- c. Prepare for tutoring sessions, when necessary
- d. Report each tutoring session to the EAP program coordinator and co-worker
- e. Report each week's hours to the CSLC administrators

**6. Other Responsibilities**

- a. Attend a weekly **one-hour** EAP meeting/training session, beginning the first week of classes in August and ending the last week of classes in April.
- b. Promptly answer student emails (within 1 business day of receipt)
- c. Assist in promoting and advertising EAP events
- d. Share weekly grading responsibilities for the EAP writing course (about **1 hour/week**)
- e. Assess and interview future EAP candidates (during the spring semester)
- f. Assist in various EAP program-related duties as requested by the EAP coordinator