JOB ANNOUNCEMENT – FDN #10-463

Director of AEI

POSITION
Full-time benefited position at the American English Institute (AEI) on the campus of California State University, Fresno. A full description of the AEI can be found at www.csufresno.edu/AEI.

DUTIES AND RESPONSIBILITIES
This position is responsible for the administration and operation of all aspects of AEI. Essential duties and responsibilities include the following and other duties may be assigned.

- Supervises teachers and curriculum
- Teaches one core class; observes selected teachers, confers with them, and encourages and designs professional development
- Facilitates curriculum review, design, implementation and class scheduling with the master teacher
- Plans and coordinates orientations and other student activities with staff
- Meets with students to solve problems and to direct them to campus resources
- Facilitates regular staff meetings and internal communication
- Oversees budget, hiring, and payroll matters in conjunction with California State University, Fresno Foundation
- Prepares annual report for submission to the Dean of Arts and Humanities
- Prepares and signs Department of Homeland Security forms as Designated School Official
- Maintains contact with other intensive English programs and consortia and attends professional conferences
- Maintains strong liaisons with the College of Arts and Humanities, the Linguistics Department, California State University, Fresno Foundation, the international admissions staff, and the AEI advisory board
- Coordinates special programs, including the AEI Concurrent (Open University) Program for advanced students

REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

- Demonstrated ability to teach different ESL levels and skill areas effectively
- Demonstrated administrative and management experience
- Ability to design and implement recruitment plans and promotional activities that will result in program growth
- Knowledge of Department of Homeland Security regulations and forms
- Excellent communication and interpersonal skills
- Ability to establish and maintain effective working relationships with staff at all professional levels

EDUCATION
Master’s degree in Linguistics, TESL, or similar required
SALARY
This is a 10/12 position with salary commensurate with experience (additional salary for the summer program dependent on enrollment). Benefits include 100% paid health insurance. Benefits also include dental, vision, life insurance, vacation, sick leave, and holiday pay.

FILING DEADLINE: May 31, 2010 or until filled

TO APPLY: Please submit completed application to:

California State University, Fresno Auxiliaries-Human Resources
2771 E. Shaw Ave.
Fresno, CA 93710
FAX: (559) 278-0988

Obtain and employment application at: http://auxiliary.com/HR/jobs.shtml

***Resumes will not be accepted without application***

Employment for this position is by the California State University, Fresno Foundation, Inc.
This is not a State of California position.