English-as-an-Additional-Language (EAL) Specialist

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English-as-an-Additional-Language (EAL) Specialist

Writing Services, Learning and Curriculum Support, Library

Temporary part-time from December 2022 to April 30, 2023
Hiring #: 2022-0777

Please read the Application Instructions [1] before applying

The Library invites applications for the temporary part-time position of English-as-an-Additional-Language (EAL) specialist working primarily on-campus eighteen (18) hours each week. The EAL Specialist position reports to the Manager of the Writing Services unit in the Library’s Learning and Curriculum Support team, which supports student learning, writing, and information literacy at the University of Guelph. This role is an important source of academic support for undergraduate and graduate students whose first language is not English and who wish to further develop their English language skills. The incumbent will assist students in workshops and short courses, as well as individual and small-group consulting. They will also develop online modules and printed instructional resources.

Specific duties include:

- Conducting individual writing and language consultations
- Developing, teaching, and assessing online and face-to-face workshops and programs on a range of EAL writing and learning topics
- Researching, designing, and producing videos and asynchronous modules
- Developing tailored group training sessions and facilitating discussions for academic departments and groups on topics such as cultural learning styles, curriculum and teaching methods for intercultural audiences, and common needs presented by English language learners
- Designing and delivering professional development activities for staff and student leaders
- Advising faculty and instructors while providing course/discipline-specific programming to support English language learners
- Developing partnerships with faculty and departments to develop curricula and instructional approaches that are supportive and inclusive of students whose first language is not English

Required Qualifications

- Master’s degree in education, linguistics (with ESL specialty) or related discipline, and one to two (1-2) years’ experience teaching and/or supporting EAL student writing at the post-secondary level, or equivalent combination of education and experience
- Understanding of best practices and learning theories in the field of EAL/ESL pedagogy
- Experience working with students individually to assess EAL learning needs and develop appropriate strategies based on best practices
- Demonstrated expertise in delivering individual writing consultation strategies and knowledge of a variety of disciplines and genres
- Strong interpersonal and communication skills and sensitivity to challenges students face when transitioning to university
- Demonstrated good judgement, tact, and ability to manage conflict effectively with both strong self-
awareness and the ability to see different perspectives

- Excellent teaching, presenting, and writing skills in a variety of contexts, such as online, in workshops and presentations, as part of short courses, etc.
- Expertise in the identification and assessment of EAL/ESL needs and knowledge of a variety of discipline-related genres
- Strong ability to work both independently and in a team
- Experience using Microsoft Office (Word, Excel, and PowerPoint) and video conferencing software

Preferred Qualifications

- OCELT (Ontario Certified English Language Teacher) designation and commitment to ongoing professional development are considered assets
- Experience developing learning materials for undergraduate and graduate students
- Knowledge of the thesis process and understanding of various kinds of research

Applicants wishing to be considered should submit a cover letter and resume that demonstrates how you are qualified for this position.

Classification W04
Normal Hiring Range $35.49 – 44.36 per hour

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 11 16
Closing Date: 2022 11 30

Source: Current Opportunity [4]