ESL INSTRUCTOR - PART-TIME
COLUMBIA THEOLOGICAL SEMINARY
POSITION DESCRIPTION

GENERAL DESCRIPTION: The ESL Instructor works with international students and others whose first language is not English on the development of language competencies needed to successfully complete the Seminary’s graduate programs. Strategically located under the Center for Academic Literacy, the ESL Instructor helps students cultivate written and oral English language skills and provides opportunities for cross-cultural communication. This position reports to the Director of the Center for Academic Literacy.

ESSENTIAL FUNCTIONS:
• Work formally and informally with students whose first language is not English.
• Provide one-on-one consultations on writing, speaking, reading, and listening.
• Develop students’ proficiency in English grammar and composition.
• Increase students’ familiarity with academic discourses and the style/genre of academic writing.
• Improve students’ cultural awareness of metaphors and imagery.
• Strengthen students’ understanding of contextual analysis and hermeneutics.
• Build confidence in oral communication and the use of theological and technical terms.
• Emphasize writing as part of spiritual formation through co-curricular opportunities to practice English language skills in a variety of theological and religious contexts and settings, including writing liturgy and leading chapel.

MINIMUM QUALIFICATIONS:
• ESL certification or equivalent work experience
• TESOL certification
• Bachelor’s degree in English, Education, Religion, or related field
• Master’s degree in English, Rhetoric and Composition, Education, Religion, Linguistics, or related field
• Experience teaching adult learners

PREFERRED QUALIFICATIONS:
• Experience working in a theological institution/seminary
• Experience tutoring or working in a writing center
• Master of Divinity or its equivalent

KNOWLEDGE/SKILLS/ABILITIES:
• Excellence in oral and written communication
• Commitment to inclusive committees
• Eagerness to work with seminary students
• Self-motivated and attentive to detail
• Organized, consistent record-keeping
• Flexible and forward-thinking, adapts well to change
• Creative and collaborative problem-solver
• Pastoral sensitivity and strong interpersonal skills

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• Knowledge of standard academic style and citation guides (Turabian, Chicago, SBL, etc.).
• Proficient with word processing, familiar with digital technologies, and eager to learn/use other digital tools

CLASSIFICATION:
• Part-time (20 hours)
• Non-exempt

PHYSICAL DEMANDS: Intermittent sitting, standing, stooping, crouching, walking, lifting of light objects. Work is performed in an office.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

COLUMBIA THEOLOGICAL SEMINARY is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation committed to equity, diversity, and inclusion in the service of the Church of Jesus Christ. Established in the Reformed tradition, we are an ecumenical school hosting a large table for people of all denominational backgrounds.