



Job Title: Adjunct Instructor

Overview:

Sacred Heart Seminary & School of Theology Program's English & Culture Studies Program invites applicants for the position of Adjunct Instructor of English as a Second Language. This position requires on-site teaching of various levels of English as a Second Language (beginner to advanced) to a group of students composed of international priests and religious, coming from a variety of backgrounds and countries.

Duties:

- Plan well-organized, student-centered ESL lessons utilizing a variety of techniques with an emphasis on students speaking, reading, writing and listening
- Teach a specified number of classes per week (classes are 50 minutes; class days are Monday, Tuesday, Thursday and Friday)
- Assist with ESL learners' acculturation and/or integration into American life
- Help develop the class curriculum with team members and monitor and revise as appropriate to maintain course effectiveness; assist in program evaluation
- Manage equipment, supplies and materials
- Assess student performance and advise students on academic challenges
- Attend departmental and institutional meetings

Qualifications:

- a Master's in TESOL, TEFL, ESL or a related area

-Must have a minimum of one (1) year of full-time or two (2) years of part-time experience as an English as a Second Language/English Language Learning (ESL/ELL) instructor specifically

- Proficiency in planning and teaching ESL classes

-Excellent communication skills and the ability to relate in a kind and compassionate way to people from other countries

- High level of emotional intelligence and ability to easily identify and adapt to the needs of international students.

- Proficiency in Microsoft Word, Outlook and normal instructional use level skill in the use of classroom A/V equipment

**APPLY NOW**

Send resume and cover letter to [ajurgens@shsst.edu](mailto:ajurgens@shsst.edu)