Confirmed by the Office of the Dean: PCS

Pending Budgetary Approval: Y
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement: [ ]

**Posting Number:** 24-800

**Posting Date:** July 23, 2024

**Closing Date:** August 7, 2024

**Position Title:** Trent-ESL Blended Learning Instructor: English for University

**Department/Program:** Trent-ESL, Trent International

**Course Number:** EAPP 1000Y

**Course Title:** Academic English I: Grammar Workshop

**Campus Location**: Durham

**Start Date: August 28, 2024**

**End Date: December 4, 2024**

**Hourly Rate (Incl. 4% vacation pay)\*:** $39.20

**Maximum Hours for Hourly Positions: 170**

**Projected Enrolment:** 10-25

\*Individuals with 5 years of continuous service receive 6% vacation pay

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)

Designs and teaches courses for the Trent-ESL: English for University program in a multi-access blended learning environment utilizing Blackboard and Zoom or other platforms approved by the manager. Trent-ESL blended learning courses include synchronous classroom and/or online classes combined with some asynchronous access for some students. Duties will include preparing lessons and courses based on the Trent-ESL curriculum document and associated online materials, teaching, marking and assessment, and relevant follow-up with students. Duties also include regular communication with the manager and co-instructors with respect to student progress, curriculum, courses, term planning, and uploading marks and learning outcome checklists to SharePoint. Regular communication and support to students throughout the term is required, including documenting grades, written feedback, and maintaining regular virtual office hours and/or email contact. Instructors will participate in administering and marking placement and end-of-term language testing at specific times (to be determined) at the beginning and end of term. Instructors are expected to attend meetings of the Trent-ESL team as scheduled.

Writing Conferences may be added to this contract on a contact-hour basis once enrollment is confirmed.

**QUALIFICATIONS:** M.A. or M.Ed. in Teaching English as a Second Language or closely-related discipline; certification in TESL assessed by Orion Assessment Services to meet the Languages Canada standard; minimum two years of directly-related experience in teaching ESL at the university preparation level (EAP); proven ability to teach in a blended learning environment such as Blackboard and Zoom; or a reasonable equivalent combination of education and experience. Must be able to work from a suitable home work environment or from office facilities on a Trent University campus, subject to availability.

**APPLICATION PROCEDURES: (**Required supporting documentation, transcripts, CV, Referees, etc.)

All external applicants must submit the Trent University application form found at <https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/EmploymentApplicationForm.pdf>, cover letter, resume, transcripts, and copies of degrees, diplomas and certificates along with references as per instructions below.

Please forward application and documentation to: Glenda Fish, Operations and Academic Manager, Trent-ESL. Email: glendafish@trentu.ca