



403 Conwell Hall
1801 N. Broad Street
Philadelphia, PA 19122 U.S.A.

Phone 215-204-9570
Fax 215-204-9572
www.temple.edu/international

TEMPLE UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS

INTENSIVE ENGLISH LANGUAGE PROGRAM

Temple University seeks a Director to lead a growing university operated Intensive English Language Program (IELP). The director shall have a dynamic vision for programming and supporting student success; manage the overall operation of the Intensive English Language Program; guide and oversee strategic planning and marketing and recruiting; identify and manage partnership opportunities with domestic and international partners; maintain and expand current partnerships; and oversee instruction and curriculum development for courses in the conditional admission program, intensive English program, and English for Special Purposes (ESP) program. The Director must have proven track of successful program development, recruitment and administrative experience.

Applications for the position (TU-19633) must be submitted through Temple University's Human Resources web page at temple.edu/hr/departments/employment/jobs_within.htm.

Essential Functions of Position

- Oversees hiring and supervision of teaching staff and coordinates all instruction and curriculum development.
- Collaborates closely with University academic partners in successful management of the conditional admission program.
- Directly supervises an administrative staff responsible for accounting, admissions and enrollment management, orientation, and special program development.
- Demonstrates goal-oriented leadership and acts responsibly and entrepreneurially in initiating action plans for change and improvement.
- Keeps abreast of ESL and ESP trends and demographics and incorporates them into innovative programs responsive to the learning needs of a diverse international audience.
- Oversees and manages department's data and technology.
- Develops and coordinates strategic marketing and recruitment plans, targeted at branding and improving IELP visibility locally, nationally and internationally through active recruitment efforts, media placements, online presence, partnerships and social media outlets.
- Collaborates closely with International Affairs marketing and communications team to promote IELP domestically and internationally.
- Establishes contacts and fosters relationships domestically and internationally with high schools, colleges, and universities, international student recruitment organizations, and non-profit organizations.
- Actively seeks new recruitment and admissions opportunities and continually seeks to improve outreach



403 Conwell Hall
1801 N. Broad Street
Philadelphia, PA 19122 U.S.A.

Phone 215-204-9570
Fax 215-204-9572
www.temple.edu/international

Essential Functions of Position

efforts on-and off-campus.

- Develops and implements new and enhances existing communication systems for marketing and recruitment.
- Contributes to the team effort by accepting additional responsibilities as assigned by the Assistant Vice President for International Affairs.

Education & Experience

- Doctorate preferred, Master's required in TESOL, Applied Linguistics or a closely related field.
- Knowledge of current ESL and ESP approaches and methodologies, including assessment techniques, test/measurement principles and instructional material design and development.
- Experience in developing and implementing new and innovative curricula.
- Experience in developing and implementing successful marketing and recruitment plans.
- Familiarity with student management software and fiscal management tools (such as Banner, DestinyOne, and ISSM).
- Minimum of three (3) to five (5) years' administrative experience in a university-based intensive English language program.
- Teaching experience in a university-based intensive English language program.
- Understanding of cross-cultural communication issues as experienced by students in an intensive English language program.
- Knowledge of and familiarity with commonly used Microsoft software packages.
- Excellent English-language written and oral communication skills.
- Professional experience in a country other than the United States desired.
- Fluency in at least one (1) language other than English desired.