



**Trinity Language Centre (TLC), Richmond Campus  
Trinity Western University**

**Position: EAP Instructor**

**Job Description**

TLC has a new English for Academic Purposes (EAP) position available for application. This position involves 20 hours of weekly teaching in the afternoon (1:00pm-5:00pm, 4 hours a day, and 5 days a week). This position starts from Tuesday, Sept. 4 and has the potential to continue in the following semester(s).

**Responsibilities**

- preparation of classes, activities, and assignments based on curriculum;
- teaching all classes;
- designing, setting, and marking quizzes and test papers;
- filling out progress sheet;
- participating in staff meetings and school events as required;
- maintaining regular office hours;
- giving ongoing and final evaluation of student performance; and
- being flexible in schedule to accommodate potential evening/weekend classes.

**Minimum Qualifications for the AES Instructor**

- The ideal candidate should have
- a B.A. in English/Education/ Linguistics from an English medium university, AND a TESL/TESOL/TEAL certificate from a provincially accredited institution;
  - ONE year of academic English teaching experience in classroom settings;
  - expert fluency in English language (IELTS Band 9 or equivalent).

**Recommended Qualifications**

Successful experience in the following areas:

- Teaching EAP intermediate to advanced levels;
- Evidence of successful materials development and lesson planning in EAP;
- Experience of teaching international students;
- Strong intercultural communication skills; and



- Demonstrated ability to work with a team from diverse background.

**Compensation**

Based on experience.

**Application**

Please submit a letter of application, resume, and name of two references from people who are familiar with your professional experience to [info@twu-tlc.ca](mailto:info@twu-tlc.ca) with the subject "EAP Instructor Application" by Monday, Aug. 27.

In accordance with Canadian immigration requirements, this advertisement is directed to Canadian citizens, permanent residents, or those holding a valid working visa.

*We appreciate all applicants for their interest; however, only those selected for interview will be contacted.*