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 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.