Faculty Lecturer_ Program Coordinator, Customized Programs & Online Eng.
Programs (PC-CPOP)
Language and Intercultural Communication (LIC) Department

The McGill School of Continuing Studies (SCS) serves over 12,000 learners each year through a wide variety of credit and non-credit learning options. The SCS unit Language and Intercultural Communication (LIC) seeks a dynamic and experienced Second/Foreign Language Specialist for the position of Program Coordinator. This is a full-time, academic, non-tenure-track position with an initial appointment of one (1) year.

The Program Coordinator – Customized Programs and Online English Programs (PC-CPOP) is responsible for developing a strategic vision for academic leadership in matters pertaining to existing and future Customized Programs and Online English Certificate. The Program Coordinator also plays a strategic role in the maintenance, growth and development of customized programs and the Online English programs. The PC-CPOP will be responsible for the smooth delivery of the day-to-day academic, administrative, and managerial aspects of Customized Programs and Online programs. This position involves both a teaching load and an administrative load.

Under the direct supervision of the Director of Language and Intercultural Communication, the Program Coordinator responsibilities will include:

- Participate in the planning, organization and delivery of selected Customized Programs and Online programs;
- Coordinate on-going academic supervision, administration and management of customized and Online programs;
- Have a minimum teaching load of three courses per year (English PTP); specific teaching load may vary according to the Department’s needs depending on existing and new offerings;
- Participate in the development, assessment and continuous improvement of curriculum and teaching materials;
- Organize and supervise the interaction between the different actors that participate in course design, content development, participant selection, and evaluation of customized and Online programs;
- Act as an academic advisor for potential and continuing students;
- Serve on the Departmental Committee and on workgroups as needed;
- Administer and/or oversee placement and proficiency tests;
- Supervise and support the instructors in their teaching/learning activities;
- Provide periodic written reports on the progress of customized programs and online activities and recommendations for improvement to the program;
- Develop-update-maintain customized programs and online SOPs;
- Participate in the development, promotion, and growth of customized Programs and Online programs such as: conducting information and orientation sessions, participating in meetings with employers and other external partners to determine learning needs and learning solutions that can be designed and delivered by SCS;
- Contribute actively to the development and updating of the department's strategic plan as well as the execution of selected strategic plan initiatives and goals;
- Participate in other SCS initiatives as requested.

Education/Experience Required:

- Minimum of a Master’s Degree in Teaching English as a Second/Foreign Language or Applied Linguistics or equivalent.
- 3 years ongoing experience teaching English as a second language in a college or university context.
- Relevant experience in academic coordination.
Other Qualifying Skills and/or Abilities:

- Knowledge of the Canadian and Quebecois contexts and pedagogical material used in a university environment;
- Strong organizational and leadership skills;
- Flexibility and adaptability to change
- Initiative-taking and proactive behavior
- Native-like proficiency in English, and functional French
- Strong sense of commitment and responsibility
- Pedagogical vision and an understanding of our programs and program orientations
- Facilitator of online learning environment Applicants’ knowledge of the English language will be tested.
- Demonstrate an ability to design structured course materials, including learning activities, based on the course description and target audience;
- Demonstrate an ability to foster learning by establishing a positive classroom dynamic, involving learners in various activities, and managing student participation and group interactions effectively;
- Demonstrate an ability to communicate clearly and effectively in the language of the course, both orally and in writing;
- Provide evidence of an ability to use a variety of technologies to support student learning;
- Provide evidence of how they keep abreast of advances in the field of expertise relevant to Second Language teaching-learning.
- Demonstrate the ability to carry out the duties and obligations, in a team and under pressure, in a respectful and timely manner.
- Demonstrate the ability to work with the School and University administration to address classroom management issues in a constructive and timely manner.

How to Apply

Your application must include:

- A cover letter
- Curriculum Vitae
- The position reference number AK9715

Please submit your application by email to hr.conted@mcgill.ca

The application deadline is March 10, 2017.

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.