

Job Title: IEP Coordinator & Instructor

Location: Mississippi College, Clinton, Mississippi (On-Campus)

Department: International Institute

Supervisor: Richard Ladner, Director, International Institute

Position Summary:

The Intensive English Program (IEP) Coordinator & Instructor's primary responsibility is to act as the program's administrator and a classroom instructor. The coordinator must oversee all major functions of the program, supervise any staff and/or instructors associated with the program, and ensure student success in English language development and proficiency.

1. **Teaching:** Teach 20 hours of ESL Listening, Speaking, Reading, and Writing skills per week (classroom instruction takes place Monday through Thursday) every semester on a 9-month contract. Identify struggling students and provide remedial assistance to ensure continued growth toward program completion. Ensure proper record-keeping of program and student learning outcomes.
2. **Advising:** Work under the International Institute, and with the Registrar's Office, to ensure that all IEP students are properly register and paid for classes. Act as an academic liaison for students exiting IEP to various academic programs at MC.
3. **Program Administration:** Evaluate, choose, and administer appropriate language assessment tools. Evaluate and place students based on language proficiency exhibited on standard and performance-based assessments. Evaluate, order, and choose appropriate textbooks and language software used within all levels of the program. Write and implement an English language learning curriculum. Plan and coordinate the IEP calendar and class schedules. Coordinate all IEP cultural field trips. Manage IEP program operation expenses under the supervision of the Director of the International Institute. Participate in staff meetings. Work interdepartmentally to create and maintain partnerships that further the language development of IEP students. Communicate and oversee IEP classroom availability and grounds maintenance for IEP.
4. **Collaboration and Partnership Building:** Engage in cross-campus collaboration with faculty, academic units, administrative units, other MC offices, and external organizations to promote IEP, campus internationalization, student success, and effective processes.
5. **Compliance:** Ensure compliance with federal, state, and MC regulations, maintain best practices in English language learning and education. Remain aware of developing trends and current events worldwide that may impact international students.
6. **Assessment and Reporting:** Develop and implement regular assessment strategies to measure the effectiveness of English language learning, other student learning outcomes, and programmatic feedback. Provide regular reports to leadership on IEP. Collect and use data to inform decision-making, and to complete annual and ad hoc reports. Support strategic planning efforts for the International Institute.
7. **Supervision and Management:** Provide effective and measured leadership to any subordinate staff, student workers, and volunteers. Foster a collaborative and inclusive work environment that encourages professional growth and development.
8. **Other:** Other duties as assigned.

Qualifications:

1. Master's degree in TESOL, Linguistics, or similar required.
2. Experience teaching English as a second language.

3. Experience managing academic programs, preferably at the post-secondary level.
4. Minimum of two years of experience in working with international students in an educational setting.
5. Excellent communication, interpersonal, and organizational skills.
6. Ability and willingness to work collaboratively with people from a variety of backgrounds and beliefs.

Application Process:

Interested candidates should submit a cover letter, resume, and contact information for three professional references via the online application portal at MC Jobs. Review of applications will begin immediately and continue until the position is filled.

About Mississippi College:

Mississippi College, founded in 1826, is a private Christian university dedicated to excellence in teaching, learning, and service. The college is committed to fostering a diverse and inclusive campus community and advancing global education. The International Institute plays a vital role in promoting cross-cultural understanding and international engagement at Mississippi College.