



Situated on the unceded, ancestral and traditional territory of the  $xwm\text{ə}0kw\text{əy}'\text{əm}$  (Musqueam people), the English Language Institute (ELI), located in the Faculty of Education at the University of British Columbia (UBC) in Vancouver, invites expressions of interest for **Casual Instructors** our spring and summer 2023 EAL programs for young adults.

### About UBC and the ELI

The University of British Columbia is a global centre for research and teaching, consistently ranked among the top 20 public universities globally. A large part of what makes us unique is the community of engaged students, instructors, faculty, and staff who are collectively committed to shaping a better world. Recognized as a leading employer in British Columbia and Canada, UBC supports all members of the community their journey of discovery, and challenges them to realize their greatest potential. New ideas, changing infrastructure, innovative technology, and fresh approaches are opening up possibilities for the future of research, teaching, and work.

The ELI has been contributing to the University of British Columbia's global engagement for over 50 years through immersive English language programs that integrate outstanding classroom practice, homestay services, and UBC undergraduate-led socio-cultural activities. Each year, there are over 2,000 registrations from English as an Additional Language learners attending programs ranging from 3 to 48 weeks. Our programs assist learners in reaching their academic and professional goals, supporting their personal well-being, developing their intercultural proficiency, enhancing their access to the global community and facilitating their ability to further local and international social good. The ELI at UBC is where you will find contemporary and innovative teaching and learning practices in an appreciative, respectful and collaborative environment.

### Position Description

The ELI is seeking Casual Instructors for our spring and summer 2023 EAL programs for young adults. Ideal candidates for the Casual Instructor role will have experience with diverse learners in a range of EAL program areas and must demonstrate exemplary teaching skills. Instructors will be responsible for the delivery of the course curriculum and the development of daily lessons and teaching materials. Incumbents will be expected to demonstrate a commitment to ongoing professional development in areas such as curriculum development, current teaching practices, and innovative assessment approaches as well as professional development in priority areas as established by the ELI, the Faculty of Education and UBC.

The ELI, the Faculty of Education, and UBC are dedicated to the goal of building a diverse and inclusive academic community. We seek applicants who will contribute to equal opportunities at UBC. The successful candidate is expected to demonstrate an exemplary track record of enacting and advancing equity, diversity, inclusion, decolonization, anti-racism, and social justice in their teaching, educational leadership and/or community engagement. The commitment to ELI's equity, diversity, inclusion, decolonization (EDID) goals is expected to be reflected in the delivery of the course curriculum, course content, teaching pedagogy, and classroom materials. Preference will be given to applicants who

demonstrate a commitment to and expertise in decolonizing, reconciliation, anti-racist, and social justice approaches to teaching and learning, and have a strong commitment to fostering inclusivity and teaching effectively in a welcoming environment. We particularly welcome candidates who place gender, race and ethnicity, diasporic concerns, underrepresented populations, or social inequalities at the centre of their practice in teaching English as an additional language. For more information about the Faculty of Education's commitments and work related to equity, diversity, inclusion, and decolonization, please visit [www.educ.ubc.ca/equity](http://www.educ.ubc.ca/equity).

Casual employees who complete the designated probationary period and meet minimum requirements may be eligible to be added to the CUPE 2278 seniority list as outline in the CUPE 2278 collective agreement.

### Duties and Responsibilities:

- Instructs students in assigned courses;
- Prepares course outlines and daily lessons;
- Develops teaching materials to support the learning outcomes of the curriculum;
- Assigns, receives and marks student course work and provides ongoing feedback;
- Evaluates and/or appraises students as required and keeps appropriate records;
- Advises and consults with students regarding their linguistic progress;
- Organizes and maintains course files and materials;
- Conducts educational field trips and other special class activities;
- Attends socio-cultural functions and other program events as required;
- Holds office hours as required;
- Attends staff, committee, professional development, and other ELI meetings;
- Remains current with and incorporates new learning technologies into classroom teachings;
- Remains current in field of instruction and with ELI course curriculum and actively engages in professional development opportunities.

### Qualifications

- Minimum of a post-graduate TESL qualification. Masters degrees preferred.
- Demonstrated excellence in EAL teaching with a minimum of three years experience in traditional and/or online models of delivery.
- Evidence of success and creativity in teaching in new teaching contexts.
- Experience in designing and developing courses independently with minimum guidance.
- Ability to work both independently and within a team environment.
- Ability to exercise sound judgement.
- Tact, discretion, and sensitivity in dealing with people from diverse backgrounds.
- Ability to develop and maintain cooperative and productive working relationships.
- Experience with Learning Technologies, such as Canvas, required. Strong working knowledge of MS Office suite strongly preferred.

### Application Materials:

Interested candidates are invited to submit an expression of interest package that includes:

- i. a cover letter that clearly indicates the position being sought and outlines the applicant's potential contributions to the ELI (no more than 2 single-space pages, and please indicate if you are a Canadian citizen or permanent resident);
- ii. a curriculum vitae; and
- iii. evidence of teaching effectiveness (such as course outlines and student evaluations)

All applications must be submitted electronically, in the **format of a single PDF file**, to [eli.recruitment@ubc.ca](mailto:eli.recruitment@ubc.ca).

Accommodations are available upon request for all applicants with disabilities and/or other special needs, at all stages of the process. To confidentially request accommodations, please contact [eli.recruitment@ubc.ca](mailto:eli.recruitment@ubc.ca).

Due to the volume of applications we receive, only successful candidates will be contacted.

**Deadline:**

This call for interest will remain open until filled.

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*Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

*All qualified candidates are encouraged to apply; however Canadians and permanent residents of Canada will be given priority.*