Director, Texas State Intensive English Program

Job Code 00001529

General Description
Responsible for directing the faculty and staff of Texas State Intensive English Program (TSIE) and promoting TSIE and international education across the University.

Example of Duties
Develop curriculum and instruct students when needed.
Monitor enrollment and outcomes of students.
Interview, evaluate, and hire TSIE faculty.
Manage and direct TSIE staff.
Encourage and lead in the development of staff.
Appraise employees in a timely manner.
Manage TSIE budget; monitor SAP-GUI and budget reports.
Collect and maintain immigration records; advise students on immigration status.
Serve as liaison with other university offices for limited English proficient students.
Maintain TSIE marketing plan.
Interact with prospective students, families and/or sponsors interested in TSIE.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: the practice of second language acquisition (SLA); the intensive English program (IEP); standards for effective IEP implementation; database analysis.

Skill in: directing the work of others and motivating output; monitoring student progress and outcomes; proofreading English language content; communicating and building relationships with students, staff, and university departments.

Ability to: provide methods and materials for the effective teaching of English as an alternate language; understand policy and procedure; interact courteously with cultural sensitivity.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements