Occidental College is a small liberal arts college situated within the multicultural global metropolis of Los Angeles. It educates a diverse and intellectually ambitious student body as "citizens of the world" through interdisciplinary curricula, thematic emphases on urbanism, the environment, social justice and global affairs, and a robust co-curricular program of international research and study abroad offerings. It recognizes profound historical changes in the ways people interact and communicate around the globe through emergent digital technologies and media. Language study enhances students’ capacity to think, communicate, and pursue culturally-specific, nuanced undergraduate research. It is a critical component of a liberal arts education, and serves as a base upon which students may build a globally-minded education. Occidental’s language programs aim to provide second or third language proficiency in speaking and writing that will impact student success in research and coursework. The College seeks a Specialist for Language Education to promote language education, enhance language pedagogy, and facilitate connections with the College’s language departments, which offer instruction in Ancient Greek, Chinese, French, German, Latin, Russian, and Spanish. In addition, the Specialist for Language Education would work closely with other academic departments, the Advising Center, and the International Programs Office, and the McKinnon Center for Global Affairs.

This position is represented for purposes of collective bargaining by SEIU.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- **Position Summary**
  - administer diagnostic testing and Language Placement,
  - Communicate language exemption and test results with Registrar, Language chairs, Director of Advising and students.
  - Organise exemption examinations for students seeking an exemption to the Core Language requirement and non-language departments or programs with a language requirement.
  - supervise a team of student peer language tutors.
  - Collaborate with IPO and Language faculty to hire Visiting Language Assistants
  - Supervise Visiting Language Assistants attend professional language pedagogy conferences and workshops.
  - research, identify, implement, and assess certifications, content resources, instructional technologies and innovative teaching practices related to language instruction.
  - serve as a liaison between languages departments and other programs and departments.
  - Serve as liason with Registrar, Core, Advising Center and Language departments to make sure language requirements are accurately represented in the Catalog and are clearly articulated for Advising purposes.
● provide consultation with languages students on integrated learning experiences connecting interdisciplinary study, travel options, and cultural programming.
● Assist languages departments in establishing uniform proficiency levels.
● foster partnerships with local community organizations and cultural heritage institutions.
● conduct lab sessions, workshops, curriculum design and faculty professional development.
● coordinate and promote cultural activities, such as film screenings, language tables and field trips. Additionally, the candidate will contribute to campus-wide efforts to deepen critical understanding and practice of emergent tools of knowledge production and communication consistent with a liberal arts education.
● explore intersections of digital humanities scholarship using computational, visual, textual, geo-spatial and other technologies with best practices in foreign language learning.
● Teach two sections of introductory language courses per year in a language department at the College
● Hold regular hours during the semester in the Advising Center

QUALIFICATIONS

Minimum Qualifications
● Master’s degree - or advanced coursework in Applied Linguistics or comparable foreign languages and area studies
● Demonstrated experience in an academic setting providing teaching, technology and/or student/faculty support in a languages coordinator or similar position
● Undergraduate teaching experience in a foreign language.
● Proficiency in one or more of the languages regularly taught at Occidental.

Ideal candidates will demonstrate personal attributes of:
● proactive leadership
● demonstrated ability to work effectively as a team member and independently
● excellent communications, supervisory and project management skills
● intellectual curiosity
● willingness to learn new tools and processes
● enthusiasm for teaching and responsive instructional support
● comfort with rapidly evolving digital media and instructional technologies

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their
strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply. Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.