



International Programs at New College seeks 1 English language instructor to teach an English language course in the International English Program from June 17th to July 5th, 2024.

English for Global Business Course (Adult)

Course description

English for Global Business (EGB) is designed for people who wish to become more comfortable using English in their current job or who are interested in a business-related career where English will be used. This course provides practice with everyday professional activities such as communicating effectively, organising and participating in meetings, giving presentations, and intercultural competence.

Delivery mode	In-person
Enrolment estimate	15 students per section
Class Schedule:	Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays 1:00 p.m. - 4:00 p.m..
Stipend	\$1820.54 (New Instructor) - \$1916.36 (Returning Instructor) - \$2108.00 (IFP Sessional Instructor)

Minimum Qualifications

Applicants must have TESL Canada certification or equivalent, have at least 1 year of TESL experience, and experience teaching Business English.

Preferred Qualifications

Applicants who have experience teaching business English to adult students in the International English Program are preferred.

Responsibilities

- Preparation and teaching of course (e.g. designing and implementing class assignments and tests) aligned with the program curriculum framework
- Maintaining accurate records of student attendance and achievement, and submitting a written evaluation for each student
- Assessment of placement tests for incoming students
- Collaborating with other instructors, when necessary, etc.

It is understood that some announcements of vacancies are tentative, pending final budgetary determinations.

Application Process

Applicants should submit a detailed letter of application (cover letter); an updated curriculum vitae; name and contact information (email and phone); evidence of teaching in the relevant area.

Applications should be sent to:

International Programs
c/o International Programs Administrative Assistant
E-mail: internationalprograms@utoronto.ca

Application deadline: May 10, 2024

Only applications submitted to the email address listed above will be considered.

This job is posted in accordance with the CUPE 3902 Unit 6 Collective Agreement.

It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Please note: Members of UTFA should not apply for positions posted under the Unit 6 collective agreement; rather they should apply on the basis of an UTFA overload.

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

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca. During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at hwb@utoronto.ca. For more information about accommodations at U of T, please visit our Accommodation webpage.

Posting Date: April 30, 2024