

Title:	Coordinator of the Center for Global Languages and Cultures
Position Number:	
Division:	Academics
Department:	Classical and Modern Languages and Cultures
Direct Report:	
FLSA Status:	Exempt
Revised:	10/10/2021

Summary

The Department of Classical and Modern Languages and Cultures seeks a Coordinator for its Center for Global Languages and Cultures (CGLC) to advance their shared strategic plan. Central to this plan is imminent re-envisioning of the Center into an interactive, multimedia learning space to support and enhance learners' language proficiency and global awareness. Ideal candidates will be creative, responsive, flexible, and collaborative, able to embrace the work of the Center during its transition and beyond, ranging from managing its day-to-day operations to trouble-shooting technology issues; from playing a leadership role in renovating the physical space to curating it. As such, the Coordinator will advance integrative but also individualized learning, and facilitate links between the curriculum and co-curriculum.

Duties and responsibilities

1. Serve as project manager of the re-envisioning of the Center for Global Languages and Cultures, including working with stakeholders to refine the Center's vision, create a timeline and budget for the transformation, implement action steps, and ultimately curate the new physical space and offerings.
2. Maintain up-to-date knowledge of technology-assisted language pedagogy and best practices in language assessment.
3. In collaboration with relevant staff, coordinate and administer language placement exams to all new students.
4. Assist faculty with language-placement needs; analyze and report placement data, assessment data, and language-course registrations.
5. Manage budget and purchasing for CGLC; maintain the Center's inventory of media and equipment.
6. Hire, train, and supervise student lab assistants.
7. Collaborate with JCU's IT department to coordinate the acquisition and maintenance of equipment in the CGLC.
8. Collaborate with CMLC's faculty and staff to promote the visibility of the Department and the Center. This includes maintaining the CGLC's website and helping to organize global-learning activities.

9. Advise and collaborate with CMLC faculty to develop, manage, and assess technology-enhanced language-learning materials.
10. Teach up to three credits/semester in CMLC in a relevant area (the Coordinator will receive a release from teaching during the re-envisioning stage, presumably the first year of employment);
11. Submit annual reports to the Chair of CMLC on the status of goals, activities, and metrics associated with the Center's contributions to the departmental strategic plan;
12. Attend departmental meetings.

Required qualifications

- Master's degree in a field with demonstrable relevance to language education such as in a particular linguistic or cultural area, educational technology, applied linguistics, or second-language acquisition;
- A strong understanding of the teaching-learning process: curriculum design, development, and delivery;
- Familiarity with technology-assisted language learning;
- Ability to work independently as well as collaboratively with various and diverse groups;
- Experience in areas relevant to the position, such as coordinating co-curricular events, mentoring peers, serving in leadership positions, or participating in projects that require consensus-building among diverse stakeholders.

Preferred qualifications

- PhD in a field with demonstrable relevance to language education, such as in a particular linguistic or cultural area, educational technology, applied linguistics, or second-language acquisition;
- Applied coursework or professional certification in instructional design, media production, and/or educational technology;
- Experience teaching a language, preferably one currently offered at JCU;
- Familiarity with instructional design principles;
- Experience training instructors, especially on the pedagogically effective use of technology;
- Familiarity with testing technology and assessment;
- Experience with course design in learning management systems (such as Canvas);
- Ability/experience in grant-writing.

Normal working hours and conditions

University core business hours are generally 8:30 am – 5:00 pm. However, this position will require work to be performed outside of normal business hours based on department operations.

Physical requirements

Please see the posting under <https://jcu.peopleadmin.com/postings/2251> for complete details on this position.