

Alverno College
Exempt Position Description

Position Title: Multilingual Learning (MLL)
Coordinator and MLL/Communication Instructor

Date: August 5, 2025

Department: Center for Learning and Assessment Support

Status: Full-time/12 months

Reports To: Director – CLAS

<p><u>Primary Function:</u> To teach Communications and ENG courses; provide instructional support for multilingual students; develop, coordinate, and maintain MLL programming; work one-on-one with students; coordinate MLL resources for faculty and staff.</p>
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Principal Responsibilities:

1. Teach classes and workshops
 - a. Teach Integrating English Usage, Advanced English Usage, Advanced English Pronunciation, and communication seminars (CM 120) as needed
 - b. Develop curriculum, prepare lessons, and design and evaluate assessments addressing L1 – L2 Reading, Writing, Speaking, Listening, and Technological Literacy
 - c. Present and manage material in face-to-face and online lessons
 - d. Build and maintain course Web sites within current course management software; participate in ongoing technology training
 - e. Provide individual instruction to students from classes as needed
 - f. Assess student progress; provide feedback; maintain student records
 - g. Consult with other college personnel regarding student performance (e.g., midterm progress reports, Early Alert submissions, contact with Accessibility Services and Advising)
 - h. Revise courses in response to changes in general education curriculum, student body, and/or college mission, as necessary
 - i. Teach basic self-regulation and time management skills to CM 120 students (e.g., taking and analyzing the LASSI [Learning and Study Strategies Inventory])
 - j. Introduce students to Alverno's practices and standards for criteria, feedback, and self assessment
 - k. Create and deliver workshops and seminars to support, engage, and develop multilingual learners and the connection across Alverno populations who speak disparate languages
2. Work one-on-one with assigned students
 - a. Work one-on-one with students from department referrals with advisor- or faculty-identified needs, including MLL support; writing, reading, and research at the undergraduate and graduate levels; test anxiety; time management and memory/study skills
 - b. Assess student performance; diagnose obstacles to individual student learning; prepare individual learning plans; assess progress; provide feedback; maintain session notes; communicate with faculty and advisor as needed
 - c. Identify strategies and texts for use with one-on-one students; share with colleagues in designated department meetings

- d. Share findings about common student learning obstacles with faculty and departments; assist with revising curriculum and/or presenting workshops to meet student needs as requested
3. Perform administrative and college-responsible functions
 - a. Attend appropriate department and committee meetings within Instructional Services and the College
 - b. Attend and contribute to cross-curricular and Communication department meetings
 - c. Serve on an ability department
 - d. Serve on Admissions committee, reviewing applications of identified MLL students for readiness and support needs
 - e. Participate in and occasionally deliver parts of college Institute sessions and faculty training series
 - f. Recommend material and book purchases to support student learning
 - g. Assess, review, and provide feedback for Instructional Services student employees each semester (evaluating CRC assistants and study group monitors)
 - h. Provide training for student academic assistants as needed
 - i. Assess, review, and provide feedback as part of formal colleague peer review
 - j. Perform second level writing assessing for Credit for Prior Learning (CPL)
 - k. Mentor new language instructors
 - l. Prepare annual reports
4. Coordinate MLL Support and Resources for faculty and staff
 - a. Coordinate service efforts with faculty, staff, and peer tutors as needed on MLL issues
 - b. Maintain contact with faculty and staff teaching MLL students
 - c. Direct part time professional MLL tutors
 - d. Set up and supervise Conversation Partnerships
 - e. Provide ongoing training for academic assistants in strategies for working with MLL students
 - f. Serve as liaison to the International and Intercultural Center
 - g. Organize and maintain MLL resource materials
 - h. Provide assistance, resources, and information to faculty and staff regarding MLL materials and teaching strategies
 - i. Present information in education courses about working with MLL students as requested
 - j. Request academic accommodations for MLL students when needed
 - k. Review application materials of applicants with multilingual backgrounds for admission recommendation and course placement
 - l. Review MLL applications to assess college readiness as needed
5. Keep current with field-related literature; attend and present at professional conferences, as appropriate
6. Perform other tasks as necessary to achieve the College mission

Qualifications:

1. Master's degree in ESL/EFL/MLL or related field
2. Minimum of three years teaching experience in higher education
3. Experience in adult ESL/EFL/MLL education
4. Experience in independent and collaborative curriculum development
5. Comfort with Microsoft *Word, Excel, Access, PowerPoint*, and interactive synchronous communication technologies
6. Ability to work with course management software
7. Ability to produce instructional materials in written, audio, and digital formats
8. Prefer experience designing and delivering online education and assessment
9. Strong organizational skills

10. Excellent written and oral communication skills, including the ability to communicate professionally and in a timely manner

Working Conditions:

Normal office conditions

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity