

**Baptist University of the Americas**  
**JOB DESCRIPTION**

**TITLE:** English as a Second Language Coordinator

**DEPARTMENT:** OFFICE OF ACADEMIC AFFAIRS

**REPORTS TO:** DEAN OF ACADEMIC AFFAIRS

**SUPERVISES:** N/A

**STATUS:** EXEMPT

**DATE POSTED:** April 11, 2022

**APPLICATION DEADLINE:** Open Until Filled

**POSITION START DATE:** AVAILABLE IMMEDIATELY

**BASIC FUNCTION:**

The Adult English as a Second Language (ESL) language program is designated for International/National non-native English speakers to foster effective communication in a variety of academic and professional contexts. The ESL Coordinator will work directly under the supervision of the Dean of Academic Affairs and thus be responsible for overseeing all activities related to the English as a Second Language Program. They will oversee the daily operation of the ESL program which will encompass such areas as comparative media studies and writing, administering the English Language Placement Test (ELPT) and will work with other programs involved in communication pedagogy, admissions and international programs at BUA.

This position plays a critical role by linking planning and assessment that impacts the placement of students in the appropriate level and thus leads to the ultimate transition of an ESL student to the BUA academic program. Furthermore, the position encompasses the implementation of students and faculty educational efforts including the delivery of in-person, virtual and online instructional programs.

In addition, working at BUA offers individuals a variety of professional opportunities, and a culture rich environment that is not just found anywhere. So if you are curious, creative, culturally motivated, and want to be part of a unique Christian community, then take a look at this educational opportunity.

**RESPONSIBILITIES/TASKS:**

*NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

**ESL Program Coordinator:**

1. Recruit, hire, and guide ESL instructors to teach language subjects such as: (Listening, Speaking, Grammar, Vocabulary and Writing); conduct annual reviews and regular observations for instructors employed in the program; lead the renewal and promotion process for eligible lecturers; and teach two ESL classes per semester.
2. Collaborate with the university's IT department to develop hands-on training to equip instructors and students in the use of Blackbaud, Smartboards, and the use of Virtual/Zoom platforms in order to enhance the teaching and learning process.
3. As part of this responsibility, contact students that have excessive absences and also contact necessary personnel when students are not accessing the virtual platform (which constitutes an absence for virtual courses).
4. Adjust or modify classroom settings for section level assignments within Blackbaud and provide coaching to instructors for each virtual, in-person course section, proctoring, scoring, analysis, and student placement assessments to increase the probability of success on academic courses.
5. Serve as Mediator between instructors and students when complaints arise regarding specific activities or policies on the in-person and virtual/zoom courses.
6. Update information and reports on enrollment, assistance and participation for virtual or in-person courses.
7. Assist in proctoring, scoring, analysis, and student placement assessments to increase the probability of success on academic courses.
8. Develop, together with the faculty and Office of Academic Affairs, undergraduate credit and non-credit distance education offerings and services.
9. Propose and develop recruitment strategies for the ESL program, in conjunction with the office of Academic Affairs/Recruitment Coordinator.
10. Effectively manage financial resources for the ESL program, including budget, fee revenues, and seek other funding sources such as grant opportunities to secure additional funds program materials and supplemental outreach programs.
11. Performs other duties as assigned.

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**POSITION EXPERIENCE & ABILITIES:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Employee must have the ability to satisfactorily perform the essential functions of the job.*

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**Required Education and Experience:**

Masters degree in Applied Linguistics or any other related field; experience in a discipline relevant to teaching academic/professional English as a Second Language (ESL), second language acquisition, technical writing with a specialization in English Language Learners (ELL), Teaching English to Speakers of Other Languages (TESOL), professional communication, or related field; and at least 3 years of experience teaching non-native English speakers in U.S. higher education.

**Additional Experience:**

1. Proficient in problem-solving skills, Microsoft Office, including word, power point, and excel applications.
2. Ability to communicate effectively both orally and in writing; ability to make presentations and speak in front of groups is preferred.
3. Strong sense of diplomacy and demonstrated success in developing strong collaborative relationships with organizational peers and outside colleagues.
4. Ability to meet multiple deadlines by maintaining a high level of Organization, demonstrated strong analytical skills, including an ability to synthesize large amounts of information and to focus quickly on the essence of an issue; strong commitment to producing measurable results.
5. Strategic/servant leader, dynamic change agent, and mature follower of Jesus Christ with sound spiritual formation habits.
6. Strong organizational, planning, project management, and goal-setting skills.
7. High personal integrity and sound personal and professional ethics
8. Ability to work effectively with diverse internal and external constituencies, to build broad relationships, volunteer leadership, and establish historical collaborative leadership.
9. Knowledge and commitment on the use of technology to support academic services and programming.
10. Knowledgeable and committed to the school's mission, vision, and values; and to the strong appreciation/commitment to advancing biblical higher education.
11. Ability to work under minimal supervision with awareness that error may have serious consequence; exercise patience, initiative, and sound judgment following established guidelines.
12. Personality in tuned to the requirements of meeting the needs of volunteers, staff, and students. Actively able to demonstrate the ability to establish and maintain effective working relationships with other employees.
13. Ability to maintain confidentiality.
14. Ability to lift 20 pounds of force occasionally.
15. Ability to walk, stand and sit (sometimes for prolonged periods of time); ability to squat, climb stairs, kneel, twist, grasp, push, pull, carry or otherwise manipulate objects.
16. Maintains good health to properly discharge duties of the position. Employees who have infectious diseases or skin lesions for the duration of the communicability shall not be permitted to work.

**POSITION CRITICAL BEHAVIORS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

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1. **Team Player.** Works effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
  2. **Critical Thinking.** Ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
  3. **Bias for Action.** Propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
  4. **Self-Starter.** Initiative to take action to achieve goals beyond what is necessarily called for which includes the ability to work in a less structured environment.
  5. **Customer Service Orientation.** Listens and understands the customer (both internal and external), anticipates customer needs and gives high priority to customer satisfaction.
  6. **Self-Confidence.** Initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular.
  7. **Thoroughness.** Ability to balance attention to detail with the cost and benefit of doing so.
  8. **Adaptability.** Maintains effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stays agile in the face of change.
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**BAPTIST UNIVERSITY OF THE AMÉRICAS VALUES:**

*NOTE: Baptist University of the Americas follows Christ-centered values administered with professional excellence. Organizational values are critical because they define Baptist University of the Americas (BUA) personality and provide our employees clarity about how to behave.*

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1. **Core Values.** Our Core Values are behavioral traits that are inherent at BUA; The are:
  - a. Christ-Centered (self-sacrificing, forgiving and biblical)
  - b. Baptist (identity, and foundational)
  - c. Holistic in our Teaching and Learning (dedicated to the mission and purpose of BUA in higher education)
  - d. Integrity (with our responsibility and respect toward others)
  - e. Cross-Cultural Competence
  - f. Hospitality (providing customer service, internally and externally)
  - g. Community
2. **Expected Values.** BUA also holds all employees accountable for those traits which represent minimum behavioral standards: Honesty, Integrity, Respect for Others, Hardworking, Fair-minded, Accountable, and Responsible.

*NOTE: Baptist University of the Americas complies with all the employment provisions of the Americans with Disabilities Act.*

The purpose of Baptist University of the Americas job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

Review of applications will begin on May 1, 2022 and will continue until the position is filled. This is a full-time (twelve-month), renewable, non-tenure track position. For general inquiries, please email Dr. Sam Garcia at: [sam.garcia@bua.edu](mailto:sam.garcia@bua.edu)

Dr. Sam Garcia, Dean of Academic Affairs  
ESL (Interim) Coordinator &  
Baptist University of the Americas (BUA)  
2418 W. Ansley Blvd. Office 3108 C  
San Antonio, TX 78224  
210.924.4338 Ext. 3108  
956.533.7368 Mobile  
[Sam.garcia@bua.edu](mailto:Sam.garcia@bua.edu)  
[www.bua.edu](http://www.bua.edu) 800.721.1396

**ACKNOWLEDGEMENTS**

Please initial each blank to acknowledge agreement with the statement.

- I acknowledge that I have read this job description.
- I acknowledge that my questions or concerns have been addressed and answered to my satisfaction.
- I acknowledge that I can perform all the essential functions of this job responsibilities.
- I acknowledge that I thoroughly understand the requirements of this job responsibilities.
- I acknowledge that I am in receipt of this job description.

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Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_