



UNIVERSITY OF NOTRE DAME

CENTER FOR THE STUDY OF LANGUAGES & CULTURES

The University of Notre Dame invites applications for the position of **Assistant Director of the Center for the Study of Languages and Cultures** to begin August 1, 2010.

POSITION ANNOUNCEMENT

The Center for the Study of Languages & Cultures (<http://cslc.nd.edu>) seeks an *Assistant Director for Language Technology & Programming* to help support foreign language study, intercultural development and internationalization at Notre Dame (www.nd.edu). This is a new position that has significant potential for professional development and growth. In addition to appropriate qualifications and experience (as detailed below), the candidate should exhibit evidence of creative innovation to problem solving alongside an entrepreneurial approach to project development and management. To this effect, the ideal candidate should be a collegial, self-starter with an ability to work both autonomously and in close cooperation with a large array of institutional partners.

POSITION DESCRIPTION

The Assistant Director for Language Technology & Programming is a full-time staff position that coordinates all Center for the Study of Languages & Cultures (CSLC) programming, resources and services as well as manages all CSLC technology and instructional technology initiatives. This position reports directly to the CSLC Director. Responsibilities include but are not limited to:

- 1) Maintaining and fostering communication with staff, students, faculty and institutional partners
 - *e.g. attending/leading committee meetings, promoting CSLC programs to students and faculty, collecting feedback from stakeholders, etc.*
- 2) Developing & supporting new foreign language and international programming, instructional technologies and resources
 - *e.g. developing new language tandem programs, administering & advancing foreign language study abroad programs, developing online and instructional templates, etc.*

3) Assessment & management of existing programming, technologies and resources

- *e.g. supervising and assessing the efficacy of CSLC foreign language peer tutoring programs, reviewing and maintenance of instructional hardware/software systems, review and management of CSLC library and cataloging systems, etc.*

PREFERRED QUALIFICATIONS

A competitive candidate should hold EITHER: 1) An M.A., Ed.D or PhD in applied linguistics, second language acquisition, TESOL or a closely related field with training in computer-assisted language learning and similar educational technology applications; or 2) an M.A., Ed.D or PhD in educational technology with a relevant foreign/second language emphasis.

In addition, a strong candidate should have significant professional experience in EITHER: 1) teaching foreign/second language in a post-secondary setting; or 2) working in an educational technology capacity with clear relevance to language technology initiatives. Candidates who have both foreign/second language teaching experience and educational technology experience are preferred.

Individuals with alternative educational qualifications and/or professional profiles who believe that they would nonetheless make compelling candidates for this position will also be considered and are encouraged to apply.

Salary will be commensurate with qualifications and experience. This position comes with full Notre Dame benefits: <http://hr.nd.edu/benefits>.

APPLICATION PROCESS

To apply for this position, please send the following materials to Dr. Lance Askildson, Director of the Center for the Study of Languages & Cultures:

- 1) A curriculum vitae
- 2) The names and contact information for three professional references
- 3) A cover letter indicating why you are interested in applying for this position and why you would make a compelling candidate
- 4) ***OPTIONAL:** Evidence of excellence in foreign/second language teaching and/or educational technology. *e.g. teaching/performance evaluations, teaching or training videos, digital portfolios, websites, blogs or educational technology projects, etc.*

Electronic applications are preferred and should be sent directly to Askildson.2@nd.edu. If materials cannot be sent electronically, they should be mailed to:

Lance Askildson, PhD
Center for the Study of Languages & Cultures
329 DeBartolo Hall
Notre Dame, IN 46556

Review of applications will begin immediately and continue until the position is filled. The anticipated start date for this position is August 1, 2010.

ABOUT THE CENTER FOR THE STUDY OF LANGUAGES & CULTURES

The Center for the Study of Languages & Cultures is an innovative facility dedicated to supporting foreign language and cultural acquisition through strategic planning, interactive programming, technology-enhanced learning and study abroad immersion.

The CSLC collaborates closely with scholars and practitioners across a wide range of departments, institutes, and affiliate institutions as it also fosters discourse and coordination among these entities through targeted resources and programming, coursework and summer language study abroad programs.

CSLC facilities, programming, and faculty are informed by interdisciplinary foci as well as an overarching commitment to developing critical inquiry via multiple literacies in language and culture. To learn more, please visit our website at <http://cslc.nd.edu/>

ABOUT NOTRE DAME

The University of Notre Dame is an independent, national Catholic university located in Notre Dame, IN., adjacent to the city of South Bend and approximately 90 miles east of Chicago. Notre Dame consistently ranks among the top 20 national universities according to US News & World Report. With 1,250 acres containing two lakes, Notre Dame is well known for the quality of its educational programs and the beauty of its campus.

The University of Notre Dame is committed to diversity in its staff, faculty, and student body. As such, we strongly encourage applications from those attracted to working at a Catholic university, members of minority groups, women, veterans, individuals with disabilities, and others who will enhance our community. The University of Notre Dame is an equal opportunity/affirmative action employer

ABOUT THE REGION

South Bend, IN was recently named the best city in the nation for home price and value. Cost of living estimates for the South Bend / Michiana region are among the most affordable in the country and Chicago is an easy 90 minutes by car or train. See how you can enjoy the advantages of life in a livable, affordable environment while working at one of the best post-secondary institutions in the country. Learn more at <http://hr.nd.edu/why-nd/community-connections>.