



Director – English Language Center

Koç University invites applications and nominations for the position of the Director of the English Language Center (ELC) for an appointment effective as of September 1, 2020. Review of applications will start immediately and continue until the position is filled.

The ELC's primary mission is to prepare students for their studies in an intellectually rigorous English-medium university by developing and improving their written and spoken English. The Director of the ELC is expected to lead the efforts to fulfill and advance this mission.

The candidate should be able to organize and monitor a program with over 50 instructors and 1000 students and ensure that proper instruction is provided to students entering the university with varying levels of English proficiency. This requires excellent communication and interpersonal skills, and the capacity to evaluate the needs and priorities of the program from the perspectives of the students, the instructors, and the university administration, as well as to integrate these various perspectives into a coherent strategic plan.

The candidate must also have excellent classroom teaching skills and demonstrate an eagerness to incorporate new approaches into the curriculum in pursuit of better instructional results. Finally, the candidate should also be ready to lead efforts in the areas of curriculum development, assessment methods, professional development, and the incorporation of educational technologies.

The ELC Director

- Evaluates the educational needs of Koç University students regarding their use of English and broader academic preparation
- Engages in needs and environment analysis among Koç University students and faculty members in order to determine appropriate measures for program enhancement
- Evaluates and improves the quality and effectiveness of program instruction, program administration, and program assessment
- Develops and monitors policies and procedures which ensure the effectiveness of the program
- Directs the recruitment process of ELC instructors and staff
- Conducts annual performance evaluations of all instructors and administrative staff, observing all new instructors
- Plans, monitors, and evaluates the work assigned to office support staff
- Organizes instructor orientation sessions, training sessions, and professional development workshops and seminars
- Reports to the Vice President for Academic Affairs
- Coordinates efforts between the ELC and the university administration
- Collaborates in the preparation of the annual departmental budget
- Coordinates visits from publishers, visiting faculty, and consultants
- Works with the Assessment Committee to develop and administer the proficiency exam in the most effective way
- Analyzes, produces, and presents statistical and informative reports on student success rates, grades, and proficiency exam results
- Conducts orientation sessions with students and parents and counsels them throughout the year
- Teaches approximately 5 class hours per week in a semester

The ELC Director is expected to have the following qualifications

- ESL / EFL teaching experience (minimum of five years)
- Master's or PhD degree in TESOL, Applied Linguistics, Educational Administration, or a closely related field
- Experience in curriculum development, assessment, and/or program administration in an English language program within a higher education context
- Outstanding English communication skills: verbal, written, interpersonal, cross-cultural

Koç University is a private, non-profit institution of higher education, founded in 1993. The main campus of Koç University is located on a state-of-the-art campus in Rumelifeneri, Sarıyer, Istanbul.

The University is committed to the pursuit of excellence in both research and teaching. Its aim is to provide world class education and research opportunities to a high-quality group of students by distinguished faculty. Currently, Koç University offers undergraduate degrees in the Colleges of Administrative Sciences and Economics, Sciences, Humanities and Social Sciences, Engineering, Law School, School of Medicine and School of Nursing, and graduate degrees in Graduate Schools of Health Sciences, Sciences and Engineering, Social Sciences and Humanities, and Business. Detailed information about Koç University can be found at the web site: <http://www.ku.edu.tr>.

The compensation package is competitive. All information on candidates and the application process will be kept strictly confidential.

Nominations and applications should be submitted by January 1, 2020 and will continue to be accepted until the position is filled. Applications should include a complete CV, a list of references, and a cover letter. All correspondence should be sent electronically to btan@ku.edu.tr.

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