



Position Description: Foreign Language Instructor, Summer Program

Title: Foreign Language Instructor, TRIO UB Summer Program
Department: TRIO Pre-College Outreach Programs
Supervisor: Director of TRIO Pre-College Outreach Programs
Category: Staff
Status/Type: Temporary - summer program only / Fixed-duration

TENTATIVE DATES OF SUMMER PROGRAM: Tuesday, June 14 – Thursday, July 14, 2016

Position Summary:

The Foreign Language Instructor will teach a language class to high school-aged youth during a five-week, on-campus summer program. We are open to any foreign language, but extremely interested in an American Sign Language fluent instructor.

Required Qualifications:

1. Ability to convey passion for knowledge and an appreciation for chosen topic and language
2. Demonstrated ability to create a positive learning environment and build rapport with high school students
3. Demonstrated ability to create diverse and engaging lessons for high school-age students
4. Show an acceptance of diversity and empathy for youth
5. Demonstrated commitment to the value of education
6. Flexibility in scheduling and classroom setting

Desired Qualifications:

1. State certification as a secondary school instructor
2. 2-4 years experience instructing high school youth

Essential Responsibilities:

1. Teach a five-week class to high school-age youth
 - a. Tentatively Monday and Wednesday afternoons 1:00 PM to 3:30 PM and Friday mornings 8:20 AM to 10:45 AM from 6/14 to 7/14
2. Complete weekly student progress reports
3. Meet with Program Staff weekly or as needed
4. Adhere to university policies and procedures
5. Work collegially and professionally with students, employees, and external constituents

6. Support institutional identity and mission of Finlandia University as “a learning community dedicated to academic excellence, spiritual growth, and service”
7. Perform other duties as required

Application Procedure:

Mail or e-mail a cover letter and resume and TRIO UB employment application to:

Joe Zerbst
Director TRIO Pre-College Programs
Finlandia University
601 Quincy St.
Hancock, MI 49930
joe.zerbst@finlandia.edu

The TRIO UB employment application is available on the TRIO Upward Bound webpage at www.finlandia.edu/upwardbound, TRIO UB, and Summer Staff or by calling (906) 487-7343.

Please include a brief description of a project you could complete with participants during class hours to supplement the language instruction.

Review of applications will begin on March 18, 2016, and will continue until the position is filled.

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Karin Van Dyke
Title IX Coordinator
(906) 487-7344
Karin.vandyke@finlandia.edu

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