

**Seeking an Academic Director
for
NYU-SCPS American Language Institute Tokyo Center**

New York University's School of Continuing and Professional Studies (SCPS) seeks a talented and experienced professional to serve as an energetic, creative, and entrepreneurial academic director to lead its new American Language Institute (ALI) center in Tokyo, Japan, which is scheduled to open in October 2013. Identifying and securing an academic director for the center is the highest managerial priority as the plans for this NYU-SCPS global initiative move from conceptual to development and implementation phases.

In establishing the ALI Tokyo Center, NYU-SCPS is working with Nichii Gakkan, a leading Japanese health care and education provider. NYU-SCPS in New York City will oversee all academic aspects of the program including, but not limited to, curriculum and course content; instructor recruitment, selection, training, scheduling, and supervision; as well as assisting in the marketing of those programs in Japan. The academic director will also ensure that NYU-SCPS ALI Tokyo educational practices conform to NYU-SCPS standards. Nichii Gakkan will employ the academic director and instructors and handle the management, logistics, and operation of the Tokyo Center.

The ALI Tokyo Center academic director, as the onsite supervisor for all academic aspects of the program, will report to the ALI director in New York and work closely with the ALI assistant director for global programs, who maintains close, regular contact with the Tokyo center. The ALI director, assistant director for global programs, and other NYU-SCPS personnel will make regular visits to the Tokyo center to meet with the academic director, faculty, and general staff; observe classes, facilitate and participate in professional development events; engage in NYU-SCPS promotional activities; and consult with Nichii Gakkan staff.

The NYU-SCPS ALI Tokyo Center will offer three types of programming, as is the case with NYU-SCPS ALI in New York: courses of study for advanced students designed to enable Japanese learners of English to meet US college entrance threshold levels of English; programs for learners at lower levels of English proficiency to develop general English fluency and accuracy; and English for special purposes (ESP) courses designed to help professionals who seek greater levels of English proficiency to compete in their specific market niches in an increasingly globalized business world.

The ALI Tokyo Center aims to deliver world-class English language training for academic and professional purposes in Shinagawa, Japan by observing the same best practices and pursuing the same educational mission as the ALI based in New York City, and by building mechanisms into the programming and other activities to link the Tokyo Center virtually and in other ways to NYU, SCPS, and the ALI in New York City.

Qualifications

1. Leadership and managerial skills relevant to university educational administration
2. Master's degree in TESOL, Applied Linguistics, or closely related field; Ph.D. preferred
3. Five or more years of English language program administration experience with increasing responsibility over time
4. Five or more years of EAP and/or adult ESP teaching experience
5. Native or near native English language skills
6. Japanese language skills sufficient to represent the institute in professional contexts in Japan
7. Professional level English writing and communication skills
8. Familiarity with electronic course management systems as well as blended and distance/online instructional tools and best practices
9. Demonstrated ability to lead faculty in ESL curriculum and materials development activities
10. Skill in building and maintaining institute faculty and staff morale and encouraging student engagement and success

Responsibilities:

- Manage all academic aspects of the NYU-SCPS ALI Tokyo Center
- Report to NYU-SCPS' ALI director and assistant director for global programs
- Oversee the smooth delivery of English language instruction according to NYU-SCPS ALI standards.
- Coordinate proficiency testing, placement, course registration, student orientation and other program-related activities.
- Take lead in curricular and course materials development.
- Teach approximately six hours per week, 40 weeks per year on a 12-8-12-8 term schedule.
- Supervise and evaluate faculty performance
- Coordinate professional development activities.

Salary: The compensation package ranges from 9,000,000 Yen to 10,000,000 Yen (at current exchange rates, about \$95,000 to \$105,000), depending on experience and other factors. The initial contract will be for a period of two years and is renewable.

Other Benefits:

Round trip transportation to Japan if not already living in Japan
Assistance with relocation costs
Local commuter transportation to and from work
Professional development support
Work visa sponsorship, if needed

Approximate Start Date: May 1, 2013 or as soon thereafter as possible.

To apply, submit the following documents and information to Dr. Peter McCagg in a single email attachment. The address is pbm5@nyu.edu.

- A cover letter summarizing your qualifications and interest in the position
- A résumé
- Names and contact information for three (3) references from individuals who are familiar with your work as a professional EFL/ESL instructor and/or administrator.