

EAP Academic Coordinator: Particulars of Role

1. Role

The Department of Linguistics and English Language (LAEL) would like to recruit a prospective* PhD student as **Academic Coordinator of the English for Academic Purposes (Study Skills) and Study Start Programmes**

2. Dates

The Academic Coordinator would ideally start working on the programme in Summer 2019 (ideally June or no later than the last week of August), and continue for at least 1 year and up to 4 years. Some flexibility is possible, depending on when the Academic Coordinator's PhD studies commence.

2. The Lancaster University Summer Programmes in the Department of Linguistics and English Language

EAP (Study Skills) Programme

The EAP (Study Skills) Programme caters for international students intending to study at Lancaster University who are required or wish to improve their English language and study skills before starting their degree programmes. The programme comprises four weeks of teaching, preceded by an orientation week for tutors.

Over the past few years, approximately 250 students have attended the programme each year. The majority were from South-East Asia. Around 40% of the students were undergraduates. Altogether, approximately 60% of the students were enrolled in degree programmes in the Management School, ca. 30% were studying in a variety of areas in the Social Sciences, and the remainder were pursuing degrees in Science and Technology or Health and Medicine.

The Study Start Programme

Study Start caters to international students intending to study in the UK and it aims to increase their confidence in settling in to the academic culture of the UK before starting their degree course. The programme comprises two weeks of teaching, preceded by an orientation week and followed by an assignment marking and feedback week for tutors.

Last year, approximately 50 students attended the programme. There was a mix of nationalities, and the course is open to both undergraduate and postgraduate students in any discipline.

3. Duties of the Academic Coordinator

The EAP Academic Coordinator will work under the direction of the Academic Director of Summer Programmes to ensure effective delivery of the EAP (Study Skills) and Study Start Programmes. She or he will be responsible for the day-to-day running of the programme and for training and co-ordinating the work of tutors. The Academic Coordinator will also update existing course materials or plan and prepare new materials, including outlines of classes, and will develop administrative procedures in consultation with the Administration Coordinator. See *Description of duties* for further information.

* Prospective PhD students must have been accepted for study on a PhD programme in the Department of Linguistics and English Language at the time of application

In addition to carrying out the above duties, the Academic Coordinator will be expected to make significant progress in her/his PhD studies outside the summer months. With this in mind, programme-related duties in the rest of the year will be kept to a minimum.

4. Qualifications and experience required

Candidates should ideally have a language teaching qualification (e.g. CELTA or equivalent), and a Masters degree in ELT/Applied Linguistics, a DELTA, or an equivalent qualification. Furthermore, candidates should have experience of teaching or managing EAP or study skills courses in a higher-education context. Further details are available in the *Person Specification*.

5. Studentship Award

The Academic Coordinator's bursary will include a maintenance stipend of around £14,800 and tuition fees at the UK/EU rate (set at £4,035 for 2018/19) as well as conference funding for a total of over £19,000. Please note that unfortunately it is not possible to fully cover tuition fees for award holders who are classed as Overseas fee-payers, so the difference in fees must be made up from other funding sources.

6. Application procedure

Please submit your application by e-mail to Dr Johann Unger, Academic Director of Summer Programmes (j.unger@lancaster.ac.uk). Your application should consist of your CV and supporting statements (in PDF format if possible).

The supporting statements should consist of a brief statement for each criterion marked 'Supporting statement' in the 'How tested' column of the person specification (i.e. four separate statements in total). Each should be **no more than 150 words**. In each statement, you should explain how you meet one specific criterion. For instance, you could give an example of a previous situation in which you felt you met the criterion, ideally from your working life or perhaps from your home or community life where appropriate. You could also explain how you intend to fulfil the criterion in the Academic Coordinator role. Please do not send a general cover letter.

The closing date for applications is Friday 1st March 2019. Shortlisted candidates will be informed within 3 weeks, and interviews are expected take place in April. If it is not possible for a candidate to travel to Lancaster for the interview it can be conducted by telephone or via Skype. Interviews will include a short presentation on a topic related to English for Academic Purposes or Study Skills. Further details will be provided to interviewees.

7. Further information

For further information, please visit the University's website at <https://www.lancaster.ac.uk/linguistics/study/summer-schools/> or contact the Academic Director of Summer Programmes, Dr Johnny Unger, (j.unger@lancaster.ac.uk, tel. +44 1524 592591).