

2 YEAR INTERIM LANGUAGE TEACHING POST: PART TIME 50% FTE**ELV/ENSEIGNANT·E INTERIM EN LANGUE VIVANTE (0.50 ETP)****ENGLISH LANGUAGE****ULB LANGUES** (*Interfaculty Language Centre*) <https://langues.ulb.be/>

Reference: 2024/S265

Deadline for submission of applications: 19/07/2024

Start date for the post: 01/10/2024

Job description

The selected candidate will or may be required to

- Prepare, coordinate and deliver courses in written and spoken English for students of disciplines other than language studies (i.e. non language specialists);
- conduct English language teaching through Language for Specific Purposes (LSP) courses adapted to relevant disciplines taught at the ULB;
- teach English for Academic Purposes (EAP) as part of the above, or as stand-alone courses;
- provide for the continuous assessment of students, as well as draft and correct exam papers;
- invigilate exams and actively participate in examining students (written and oral exams);
- carry out administrative tasks related to teaching and assessment of the above courses;
- develop, maintain and update relevant pedagogical materials (including digital resources), as well as evaluation tools, for the above context;
- prepare, coordinate and deliver courses in written and spoken English for administrative and technical staff (PATGS) working across different services at the ULB;
- teach small groups or individuals (one-to-one) in line with both the academic and administrative calendars of the university, according to demand;
- work on any one or a number of the ULB campuses situated in different parts of Brussels.

Qualifications

The selected candidate must have

- a Master's degree in Modern Languages/Literatures or in Linguistics, or an equivalent university qualification at this level deemed relevant by the hiring committee;
- clearly recognisable and measurable experience of university language teaching at undergraduate degree level.

Skills and experience

The selected candidate will be

- able to demonstrate a sound mastery of the English language and English grammar (native/C2+ level CEFR);
- in possession of the skills and training required for the conception and development of didactic materials;
- well-versed in the use of state-of-the-art language-learning technologies and capable of adapting these for use with different types of learner audience;
- able to work on his/her own initiative while also investing himself/herself with dynamism and motivation in new projects and those underway within the ULB Langues team;
- expected to serve as an ambassador for the spread of English language learning.

A good command of the French language will be deemed an asset.

Teaching duties

Delivery of English language courses from A2 to C1 levels through Language for Specific Purposes (LSP) courses adapted to relevant degree disciplines taught at the ULB; teaching of English for Academic Purposes (EAP) as part of the above courses, or as stand-alone modules; delivery of English language courses for administrative and technical staff (PATGS) working across different services at the ULB.

We offer

- A stimulating and exciting work environment at a large international and cosmopolitan university;
- Opportunities to take part in face-to-face and virtual international staff exchanges, partnerships, and collaborative projects (Erasmus+, CIVIS, and other networks);
- Continuous professional and skills development opportunities through internal and external pedagogical training schemes in several areas of expertise and according to your interests (supported by the ULB's CAP: Centre d'Appui Pédagogique/Pedagogical Support Unit);
- Regular opportunities for professional exchange and best-practice sharing as part of a competent, dynamic and motivated team of Modern Language Teachers;
- ULB Langues is an active member of [RANACLES](#) (Rassemblement National des Centres de Langues de l'Enseignement Supérieure – France, Belgium, Luxembourg) and [CercleS](#) (the European Confederation of Language Centres in Higher Education).

Interested ?

For further information, please contact Dr David Best (David.Albert.Best@ulb.be).

Applications should be sent electronically, in attachment to a single email, addressed to Ms Carole Traore, Administrative Coordinator of ULB Langues (ULB.langues.RH@ulb.be) **AND** to the Rectorat de l'Université libre de Bruxelles (rectrice@ulb.be), and should include:

- a Curriculum vitae including a list of publications :
if you want you can complete a standard form via our website at <https://www.ulb.be/fr/documents-officiels/completer-votre-cv-en-ligne>. Once completed, it must be downloaded and attached to the application file.

- an application letter

Equal opportunities policy

ULB's personnel management policy is geared towards diversity and equal opportunities.

We recruit candidates on the basis of their skills, irrespective of age, gender, sexual orientation, origin, nationality, beliefs, disability, etc.

Would you like to be provided with reasonable accommodation in the selection procedure because of a disability, disorder, or illness? Please contact Marie Botty, the person in charge of diversity aspects for the academic and scientific staff (marie.botty@ulb.be). Be assured of the confidentiality of this information.

More details on the ULB gender and diversity policy are available at <https://www.ulb.be/en/about-ulb/gender-equality-at-ulb>.

You will find all the regulations relating to research careers on our site at <http://www.ulb.ac.be/emploi/academique.html>.