



Office of Human Resource Director

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JOB DESCRIPTION

JOB TITLE:	Director of Regional Language Center
DEPARTMENT:	Regional Language Center (RLC)
DUTY STATION:	Belmopan Campus
REPORTING RELATIONSHIP:	Dean of the Faculty of Education and Arts
SUPERVISORY RELATIONSHIP:	Faculty and Staff of RLC

GENERAL

The University of Belize maintains a Regional Language Center at its Belmopan Campus. Currently the Center focuses on the teaching of English to speakers of other languages, mainly Spanish, and to a much lesser extent, to providing document translations.

KEY FUNCTIONS

- Design and implement phased programmes to realize the following development objectives, while maintaining the Center's ongoing programmes:
 - Expand offerings of the Center to cover the teaching of English to native Spanish-speakers to Level C in the Common European Framework of Reference for Languages (CEFR).
 - Offer as well instruction to enable native Spanish-speaking teachers to be able to teach English at the Primary and Secondary School levels.
 - Offer Spanish language instruction to its staff members who do not currently speak Spanish.
 - Convert the Regional Language Center into a profit-center for the institution

Key aspects of managing and developing the Center include:

- Assessing existing operations and recommending changes in line with the contemplated expansion and reorientation of activities involving the development of the Center. This will

include staffing, location, and programme-delivery considerations, as well as the broadening of product offerings over time;

- Full comprehension of the requirements of the ability to teach English as a foreign or second language, capacity to undertake such teaching, and the capacity and willingness to develop or acquire similar capacities and willingness in the teaching staff at the Center. Over time, a similar capacity with respect to the Center's ability to teach Spanish will be required;
- Establishing and maintaining relationships with appropriate domestic and external institutions;
- Product and operations marketing and the capacity to respond to requests for customized product offerings. This will involve the capacity to produce attractive and implementable product proposals and the associated documentation.
- Project and budget preparation and management capacity;
- Maintaining and enhancing the Center's capacity to deliver the teaching programmes, and to develop and maintain the capacity to satisfy the CEFR standards; and
- Establishing, managing and meeting the requirements of students.

KNOWLEDGE AND SKILL REQUIREMENTS

- Master's degree in the teaching of English as a second or foreign language or in a related area in linguistics, together with extensive experience both in teaching adult professionals, and in teaching English to non-native English speaking adults.
- Excellent leadership skills and would be proactive, imaginative, cooperative and results-driven in working with people from different cultures and in working with the management of the University.
- Committed to excellence, and would be expected to offer, on an ongoing, basis, suggestions for improving the operations of the Center and its product offerings.

SALARY

- Compensation would be dependent on capacity and experience.