West Coast Global Learner Support:
Job Advertisement for Part-time ESL Tutor

Overview:
ESL Tutoring at Northeastern University-Bay Area serves international and domestic students by providing high-quality English language instruction through 50-minute individual and group conversation tutoring appointments. Tutorials address academic writing, listening, speaking, reading, presentation skills, and career preparation. A qualified ESL tutor can address all of these areas generally but may specialize in one or more. Note: This is a part-time position with 3-5 hours of tutoring per week.

Job Responsibilities:
1. Help students improve their written communication by:
   - Familiarizing them with American writing conventions
   - Sharing resources and writing strategies
   - Reviewing grammatical and usage rules as needed
2. Provide conversation practice and identify students in need of specialized oral language instruction, including pronunciation, intonation, word and sentence stress, and fluency
3. Help students improve their reading proficiency by sharing reading and vocabulary-building resources and strategies
4. Prepare students for standardized tests, including the TOEFL-iBT and/or IELTS exam
5. Prepare for tutorials by selecting materials and approaches suitable for students’ needs
6. Lead tutorials that are student-centered, supportive, and consistent
7. Complete client report forms after each tutorial
8. Attend regular staff meetings & communicate with supervisor

Minimum Qualifications:
1. At least two years experience teaching or tutoring English at the post-secondary level
2. Experience working with second language learners and sensitivity to their distinct needs
3. Bachelor’s degree or higher in a related field
4. Strong written & oral English language skills

Preferred Qualifications:
1. Master’s degree or higher in a related field (TESOL, linguistics, English, etc.)

To Apply:
Please e-mail your resume, cover letter, and availability to West Coast Global Learner Support at globallearnersupport@northeastern.edu