

**GEORGETOWN UNIVERSITY  
SCHOOL OF CONTINUING STUDIES  
ENGLISH LANGUAGE CENTER  
WASHINGTON, DC**

**Instructor (non-tenured), part-time October – mid-December 2025; full-time January - June 2026.** Annually renewable, dependent upon successful performance and grant funding renewal. **Professional Oral Communications Instructor**, English for Heritage Language Speakers (EHLS) program <http://www.ehlsprogram.org/>

**Responsibilities:**

Programming & Curriculum: October— mid-December, 10-15 hours per week

- Orientation to program and curriculum
- Updating curriculum for 2026 instructional cycle

Instruction: January—June, M-F 9:00-5:00, in person

- **Professional Oral Communications course** (4 2-hour class sessions per week and a weekly one-on-one one-hour tutorial with each student). This course focuses on practicing formal and informal presentations appropriate to the government workplace. Other areas of coverage include effective team communications, negotiation strategies and development of active and critical listening skills. Attention will be paid to pronunciation as well as conversation management strategies and listening comprehension skills. Instructional duties also include extensive individual written and oral feedback based on submitted work and class performance.
- Office hours
- Faculty meetings
- Regular and ongoing collaboration with other team members and co-instructors to deliver a well-integrated program

**Required qualifications:** MA and TESOL Certificate or MA in related field and:

- Advanced English classroom teaching experience
- Experience teaching oral presentation skills
- Experience conducting one-on-one tutorials
- Experience working in an intercultural and collaborative environment
- Experience working with adult language learners

**Preferred qualifications:** MA in TESOL or Applied Linguistics; English for Specific Purposes (ESP) classroom teaching experience; experience teaching professional oral communication and intercultural communication skills; experience teaching accent modification; familiarity with the Interagency Language Roundtable (ILR) or ACTFL scale; interest in international relations and/or U.S. national security; experience working on a federal grant.

**To apply**, please email a letter of application, a video demonstrating your teaching, and a current resume/cv with two professional references and their contact information to: ELC, Georgetown University School of Continuing Studies, 640 Mass Ave, N.W., Washington, D.C. 20001. email: [guelc@georgetown.edu](mailto:guelc@georgetown.edu).

Georgetown University is an equal opportunity employer. Interviews and decisions made as soon as possible for an October 2025 start date.