

**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. **Reading and Writing for Professionals and News Analysis Instructor**, English for Heritage Language Speakers (EHLS) program <http://www.ehlsprogram.org/> (one position for both courses).

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

- **Reading and Writing for Professionals** (4 2-hour class sessions per week and a weekly one-on-one 30- minute tutorial with each student weekly). This course focuses on practicing reading, writing, and analytic research skills within professional settings, with a focus on authentic government documents, in English. Other areas include completion of an individual research project and formal written briefing. Instructional duties also include extensive individual written and oral feedback based on submitted work and class performance.
- **New Analysis** (3 1.25-hour class sessions per week). This course focuses on improving critical thinking, summary writing, and briefing skills through learning and applying techniques for media analysis. Participants analyze the slant of news content by applying frame analysis tools. 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 advanced level professional writing skills
- Experience teaching critical thinking and/or media analysis 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 advanced level writing and analytic skills for the federal government environment; intercultural communication skills; 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.

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