

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

**Part Time Academic Coordinator (January – August, 2026).** The English Language Center (ELC) at Georgetown University's School of Continuing Studies has an opening for a part time Academic Coordinator to work in the English for Heritage Language Speakers (EHLS) program <http://www.ehlsprogram.org>.

Georgetown University's School of Continuing Studies (SCS) seeks to foster a collaborative, innovative, and student-first culture shaped by Georgetown's Jesuit heritage and values. SCS endeavors to be a center of innovation and growth within the University by introducing academic programs that respond to emerging and evolving needs in the economy and society. When you join our team at SCS, you become part of a thriving ecosystem of staff and faculty committed to inspiring students to seek something greater in their lives and careers.

The EHLS Academic Coordinator position is 12 hours per week, and is annually renewable, dependent upon successful performance and grant funding renewal.

**Responsibilities include:**

- Leading curriculum and materials adaptation activities
- Leading implementation of curriculum
- Observing and evaluating instructors
- Assisting with faculty meetings
- Participating in program administrative meetings and other program activities
- Participating in the selection and hiring of program faculty, and in the application review process as a SME.
- Participating in relationship building across programs and between organizations
- Disseminating program outcomes information in conferences
- Submitting monthly reports in regard to academic program and activities

**Required qualifications:** Master's Degree in TESOL, Applied Linguistics, or a related field. Minimum of 3 years of faculty supervision and curriculum development required. Minimum of 3 years teaching adult learners at the advanced language level. Strong administrative skills and thorough professional knowledge of the field of TEFL/TESOL. Cross-cultural training and strong English communication skills. Complete facility with Windows, MS Office, Canvas.

**Preferred qualifications:** Ph.D. in TESOL, Applied Linguistics, or a related field. ESP or Business/Professional English classroom teaching experience. Experience using the Interagency

Language Roundtable (ILR) or ACTFL scale. Interest in international relations and/or U.S. national security; experience working with sponsored programs.

**Salary:** \$1,900/month (for 12 hours/week)

For additional information, or for expressions of interest, please email a cover letter and resume with two references to: [guelc@georgetown.edu](mailto:guelc@georgetown.edu). **Interviews ongoing.** Hiring decisions to be made as soon as possible. Georgetown University is an equal opportunity employer.