

**Istanbul Technical University
School of Foreign Languages**

**Job Descriptions
Academic Year 2012-2013**

**School of Foreign Languages
Maçka Campus
Maçka, 34267
Istanbul - Turkey**

**Phone: 212-232-4727
Fax: 212-232-1770
Web Site: <http://www.ydy.itu.edu.tr>**

DIRECTOR

Appointment: The Director is appointed by the Rector of ITU for a term of three years.

Qualifications:

- Holds a Ph.D. (preferably in the field of Education).
- Strong interpersonal skills.
- Experience working with governmental or non-governmental organizations at the administrative level.
- Experience in managing large scale academic programs or projects.
- Experience in working with diverse staff groups.
- Strong communication skills.
- Strong organizational skills.

Responsibilities:

- Responsible for overseeing the planning and implementation of all academic, financial, and administrative affairs of the School of Foreign Languages (SFL).
- Responsible for international relations directly concerning the School.
- Responsible to the Administration of ITU for all programs and activities of the School.
- Responsible for the overall administration and academic management of the School of Foreign Languages, safeguards and improves the quality of the academic programs and student services.
- Oversees and confirms the effective performance of all staff within the School, whereby all required duties are fulfilled.
- Appoints two Vice-directors once in office, and submits their names to the University Administration for approval.
- Appoints all administrative officers.
- Holds monthly meetings with the School's Academic Offices.
- Stays in compliance with the position of the Academic Offices for all major academic decisions.
- Creates strategies to accomplish academic and administrative objectives and provides guidance for goal attainment.
- Delegates tasks and decision-making power, as seen necessary, to effectively coordinate issues that fall within his/her jurisdiction of job responsibilities.
- Serves as chief liaison and representative at various ITU activities and Faculties.
- Attends all ITU Board meetings upon invitation
- Attends all ITU Senate meetings.
- Prepares the orientation program for new students

VICE DIRECTOR (2)

Appointment: Appointed by the Director and proposed to the ITU Administration for approval for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

- Previous administrative experience in a university environment
- Experience in managing and coordinating staff duties, meetings and activities involved in running a large-scale project/School
- Ability to work effectively with various staff groups
- Strong inter-personal skills
- Strong communication skills
- Strong organization skills
- Highly committed to the advancement of the program
- Master's Degree

Responsibilities:

- Responsible to the Director of the SFL for all actions carried out by personnel.
- Responsible for the planning and implementation of all academic affairs of the School
- Attends School Academic meetings.
- Oversees the planning and execution of examinations
- Prepares a monthly report for the Director upon the request of the Director
- Represents the Director in his / her absence
- Delegates tasks and decision-making power, as seen necessary, to effectively coordinate issues that fall within his / her jurisdiction of job responsibilities with the consent of the Head.
- Implements and oversees the regulatory decisions made by the Ministry of Education regarding his / her job responsibilities.
- Oversees the preparation of the ABET folders for the Advanced English courses
- Conducts work for the SFL accreditation
- Prepares an academic calendar for office work, deadlines, meetings etc.

Specific responsibilities of Vice Director:

- Responsible for the implementation of the following activities carried out by relevant coordinators:
 - 1) The preparation of course schedules
 - 2) The preparation of instructors' schedules
 - 3) The grading process.
 - 4) Testing and examination activities
 - 5) Curriculum evaluation activities
 - 6) Materials development projects related to the curriculum
 - 7) All issues related to the Administrative Coordinators Office
 - 8) Allocating resources for development projects
 - 9) Organizes and implements the evaluation process of School employees.
 - 10) Processes feedback with School employees regarding their professional evaluations.

- Responsible for the planning and running of the Summer School Program.
- Responsible for the implementation of the following activities carried out by relevant coordinators:
 - 1) Program installation and lab activities.
 - 2) Social and financial activities
- Responsible for carrying out planned projects
- Responsible for the planning and implementation of all administrative issues related to the School.
- Responsible for personnel affairs, (appointment, reappointment of old and new personnel) oversees all affairs that directly affect the building such as maintenance, classrooms and conference use etc.

ADMINISTRATIVE DIRECTOR

Appointment: Appointed by the Director, who reserves the right to change this individual if deemed necessary, for three years.

Qualifications:

- Computer literate.
- Proven organisational skills.
- Effective communication skills.

Responsibilities:

- Responsible to the Director of School of Foreign Languages.
- Oversees the acquisition and return of attendance folders by all faculty members.
- Maintains attendance records for all faculty members in the School.
- Provides substitute instructors when necessary for the Prep Program.
- Monitors data entry of student attendance and grades.
- Serves as sole contact person to receive all student health reports and maintains them on file.
- Communicates directly with Testing Office regarding student health report (excuses) issues.
- Works collaboratively with the Student Affairs Office to provide updated information about students on attendance and grade status.
- Oversees internet announcements.
- Responsible for the monthly data entry of health reports on the student files.
- Oversees the posting of all office hours of Academic and Administration staff, Co-ordinators and Program Offices, and maintains the master file.
- Provides monthly reports.
- Oversees room assignments for all departments.
- Supervises the distribution of class lists.
- Provides excuse slips for students for school matters.
- Enters and keeps track of student attendance, making the necessary announcements to the students and instructors to do with cancellations or changes.

ACADEMIC OFFICES

1- CURRICULUM DEVELOPMENT OFFICE

Appointment: Appointed by the Director, who reserves the right to change this individual if deemed necessary, for three years..

Purpose:

The Curriculum Office has been established to collect feedback regarding various dimensions of the teaching-learning process within the SFL, and to formatively adjust the curriculum for the following academic year to provide a more effective curriculum. Curriculum dimensions covered by the Office are as follows: a) amount of material covered per week; (pacing of the program), b) subject matter and programmatic content; and c) supplementary materials, including those produced by individual instructors. This Office is ultimately responsible to the Vice Director and to the Academic Head.

Qualifications for Head:

- Minimum 2 years' experience at the ITU SFL required
- Previous experience in curriculum development, and / or M.Ed. in Curriculum and Instruction preferred
- Strong communication skills
- Computer literate
- Proven organisational skills
- Ability to work with various staff groups
- Long term planning skills

Responsibilities, including but not limited to:

- Responsible to the Directorate.
- Attends scheduled meetings held by the Administration
- Works directly with Level Coordinators on curriculum evaluation
- Formatively reviews curriculum through evaluation and proposes necessary changes for the following academic year
- Formatively adjusts curriculum on a trouble-shooting basis if deemed necessary.
- Effectively communicates current projects and outcomes to teaching staff
- Facilitates workshops in September and occasionally during the rest of the year
- Prepares checklists for quizzes and exams to be given to the Test office at least a week in advance of scheduled date
- Selects books and materials according to the needs of the learners
- Evaluates the books and materials being used
- Makes necessary changes in the curriculum according to the feedback received from the instructors and monitors and revises the program throughout the year by collecting systematic feedback
- Revises and/or edit the current in-house books and materials
- Prepares weekly pacing schedules for all levels
- Designs and implements writing portfolio assignments and research projects according to the current curriculum
- Decides on the test content together with the testing office

- Asks the Materials Office to prepare additional materials to supplement the current curriculum
- Reports monthly reports to the school administration about current issues, future projects, and decisions
- Updates and maintains the web site
- Prepares an academic calendar for office work, deadlines and meetings with the CDO members and other offices

2- RESEARCH & DEVELOPMENT OFFICE

Appointment: Appointed by the Director, who reserves the right to change these individuals if deemed necessary, for three years..

Qualifications:

- Minimum 5 years' teaching experience and 2 years' experience at the ITU SFL required as well as a teacher trainer certificate
- MA or PhD preferable
- Experience with or training in various aspects of instructor training and professional resource development
- Experience in planning and implementing staff activities/workshops
- Effective communication skills
- Proven organisational skills
- Ability to assess School and instructor needs
- Computer literate
- Ability to interact with various staff groups

Coordinator Responsibilities:

- Responsible to the Directorate.
- Attends meetings held by the Administration
- Responsible for overseeing the planning and implementation of all activities of R&DO
- Fulfils all duties stated below as responsibilities of R&DO
- Serves as a representative of R&DO at meetings, or delegate a representative from the office
- Oversees the update of the web
- Prepares an academic calendar for office work, deadlines and meetings with R&DO members and other offices

R&DO Members' Responsibilities:

- Prepares, applies and evaluates questionnaires with cooperation of other offices
- Collects data from all offices regarding questionnaires
- Supports any program when deemed necessary
- Plan and implement educational and professional workshops for SFL staff based on needs-assessment
- Create yearly objectives of what the office endeavours to accomplish and review these objectives at the beginning of each academic semester
- Develop training materials, pre-service and in-service programs

- Serve as resource person on instructor resources (conferences, seminars, workshops, resource centres, etc.) that exist within the University as well as those which exist outside of ITU's resources
- Provide effective advertisement for all activities sponsored by R&DO (fliers, meeting announcements, etc.)
- Organise a new staff orientation program at the beginning of each academic year.
- Organise needed workshops within the first month of each academic year, as a part of the orientation process
- Assist the International Coordinator with the new-instructor orientation, if necessary
- Provide monthly assessment report to the Administration
- Update and maintain the web site

3- TEST OFFICE

Appointment: Appointed by the Director, who reserves the right to change these individuals if deemed necessary, for three years.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Solid experience in testing evaluation
- Proven organizational skills
- Experience in developing testing procedures, preferably an MA in testing
- Long term approach to problem solving
- Effective interpersonal skills
- Basic word processing skills necessary
- Leadership qualities
- Strong communication skills
- Ability to work effectively with various staff groups

Each tester:

- Is responsible to the Test Office Head.
- Plans scheduling of exams for the academic year.
- Reviews syllabus and decide on the material to be tested for each skill area.
- Writes out specifications for each section of the test.
- Writes the test sections and type them up.
- Prepares parts of other exams.
- Writes level change and bi-weekly quizzes, cumulative and end of semester exams.
- Discusses each section of a test for suitability of individual questions or parts of the test with appointed instructors.
- Writes graders' names on the envelopes.
- Prepares test information announcements for the bulletin boards and web
- Prepares test instructions for proctors.
- Prepares notes regarding any last-minute mistakes discovered.
- Prepares answer keys.
- Collates and staples answer keys together. Puts them in appropriate envelopes.
- Sorts papers and envelopes at the end of a test day so that graders can pick up their papers.
- Evaluates the test.

- Holds meetings with the instructors to go over the key and discuss how various parts of the test went/were received to gather “verbal” feedback.
- Files the test papers in the appropriate test files.
- After the tests have been graded, collects the exams and stores them.
- Collects the grading sheets and store them.
- Is responsible for all data entry of exams (quizzes, cumulative tests, proficiency’s, statistical analysis, etc.) on a weekly basis and giving a copy to the Administrative Coordinator.
- Prepares a monthly report to the Administration

Responsibilities of the Head Tester:

- Directly responsible to the Directorate.
- Works closely with the CDO and R&DO, setting guidelines for quizzes, cumulative, end-of-semester and proficiency exams
- Attends meetings held by the Administration
- Assists level testers in preparing their exams
- Works with individual testers when there are problems with quizzes or cumulative exams
- Proofreads and gives feedback on level exams
- Oversees proctor notes for quizzes and exams
- Prepares three proficiency exams (Additional quota, Research Assistants, and first semester proficiency) during the fall term and three proficiency exams (June, July and September) during the spring term
- Works with the team of proofreaders who read the proficiency exam and prepare the final version of each proficiency exam
- Prepares parts of instructor exams and extra exams (such as AIESEC); organize which testers are responsible for other parts
- Proof reads all exams.
- Coordinates the Proficiency Exam writing team leaders
- In conjunction with Administration provides tests for and communicates with examining bodies outside the Prep Program, esp. AIESEC
- Provides monthly assessment to the Administration
- Maintains and updates the web site
- Prepares an academic calendar for office work, deadlines and meetings with Test office members and other offices

The Administrative Test Office Member:

- Prepares proctor lists for each exam.
- Arranges for standby instructors for each exam.
- Arranges classrooms in the SFL building and the faculties for proficiency exams.
- Works with each tester on the printing and collating of all exams.
- Works closely with the directors in organizing end of semester and proficiency exams.
- Obtains office supplies from the Purchasing Office.
- Determines which instructors will be entering the grades and attendance.
- Works closely with instructors, informing them of extra duties.
- Proofreads when possible.
- Posts announcements for instructors and students for quiz and exam updates.
- Oversees exam arrangements (classrooms, instructors, assignments etc).
- If needed helps with the writing of exams and assists the head tester in his/her duties.

4- MATERIALS OFFICE

Appointment: Appointed by the Director, who reserves the right to change these individuals if deemed necessary, for three years.

Materials Office Head

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
 - A high degree of creativity and imagination.
 - An awareness of the issues involved in creating high quality materials, which must be engaging, communicative, student-centered, constantly varied, and pitched at the correct level for the students who are going to use them.
 - A very high standard of accuracy and attention to detail.
 - An ability to "grade" language for learners of English at all levels.
 - A high degree of proficiency with Office Programs, including tables, formatting, image insertion and drawing tools.
 - Proven organizational skills and an ability to work to deadlines.
 - Familiarity with internet and its uses for materials production.
 - An ability to work with and organize a group of people and give clear instructions.
 - An ability to encourage instructors/students to use technology by preparing appropriate materials

Responsibilities:

- Materials creation, devising and writing activities, designing the layout of the pages and saving them in the designated folder
- Arrangement of meets with level coordinators on a weekly basis to discuss the content, style and grade of upcoming materials
- Planning, prioritizing and pacing of the work of the whole office, so that materials are ready for each level before the instructors need to use them.
- Making materials available for photocopying at the photocopy center a week prior to distribution
- Provision of practice exams before major tests and exams. by getting feedback from the level coordinators
- Evaluation and proof-reading of the work of the other members of the office.
- Updating the website as materials are created paying attention to the organization of materials
- Attending meetings with Administration.
- Holding meetings with Materials Office members
- Liaising with testing and curriculum offices with regard to materials needs.
- Facilitating workshops in September and occasionally during the rest of the year
- Performing other duties assigned
- Prepares an academic calendar for deadlines, office work and meeting with office members and other offices
- Prepares monthly reports to the Administration

5- WRITING CENTER OFFICE

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills

Responsibilities:

- Responsible to the Director
- Attends meetings with the Administration
- Assists students on topic development
- Assists students on general organization
- Guides students on paper revisions
- Guides students on structural problems with writing
- Assists students on critical thinking
- Assists students on writing development
- Assists students with the revision of their drafts
- Assists on editing skills

6- STATISTICAL ANALYSIS OFFICE

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- SPSS knowledge
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills

Responsibilities:

- Responsible to the Director
- Attends meetings with the Administration
- Collects data from all offices regarding questionnaires and tests
- Conducts analyses of the quantitative and qualitative data
- Supports any program when deemed necessary
- Prepares, applies and evaluates online questionnaires
- Prepares and prints the code for students
- Prepares reports on the correlation between the Proficiency/TOEFL exams and exams/quizzes conducted throughout the academic year

SEM (CONTINUOUS EDUCATION CENTER) COORDINATOR

The SEM Coordinator is appointed upon the request of the SFL Director and is then approved by the SEM Dean.

Qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills

Responsibilities:

- Responsible to the SFL Director and SEM Dean
- Attends meetings with the Administration
- Designs the curriculum
- Prepares the SEM teaching schedules
- Arranges instructors for the program
- Prepares and distributes materials
- Deals with student issues
- Prepares a monthly report to the Administration

PREP PROGRAM COORDINATORS

1- The UPP is run by the Vice Directors.

Qualifications:

- Minimum 3 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- Previous experience in other SFL offices preferred
- Experience in CDO preferred
- Proven organizational skills
- Leadership qualities
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively
- Experience in working with various cultural staff groups.
- Strong interpersonal skills
- Strong communication skills
- Long term planning skills
- Computer literate

Responsibilities:

- Responsible to the Director.
- Responsible for all Academic issues pertaining to the UPP
- Responsible for academic counselling
- Attends meetings held by the Administration
- Holds bi-weekly meetings with all Level Co-ordinators, and Academic Office Heads.

- Serves as Co-ordinator for the Summer School Program upon request.
- Oversees the implementation of the curriculum.
- Oversees adjustments to the current curriculum to ensure consistency.
- Oversees the organisation and changes to the future curricula,
- Proposes candidates for UPP Level Co-ordinator positions to the Administration.
- Responsible for the student and staff orientation programs at the beginning of each academic year.
- Oversees the implementation of instructor and student surveys conducted by the SAO and R&DO
- Prepares monthly reports to the Administration
- Prepares instructor schedules for UPP.
- Proofreads tests prepared by the Test Office.
- Updates and maintains the Prep Program Web site.
- Collects monthly reports from all the offices and presents them to the Vice Directors
- Prepares an academic calendar for office work, deadlines and meetings with instructors and offices

DDP COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change his/her position if deemed necessary.

Qualifications:

- Minimum 3 years' experience at the ITU SFL required
- Master's Degree, preferably in the field of Education
- Previous experience in other SFL offices preferred
- Experience in CDO preferred
- Proven organizational skills
- Leadership qualities
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively
- Experience in working with various cultural staff groups.
- Strong interpersonal skills
- Strong communication skills
- Long term planning skills
- Computer literate

Responsibilities:

- Responsible to the Director
- Responsible for academic counselling
- Attends meetings held by the Administration
- Holds regular meetings with DDP instructors, level coordinators and student representatives
- Completes monthly status reports on any related staff or academic issues and gives it to the Director and the Rectorate, if deemed necessary
- Formatively reviews the curriculum of DDP program through evaluation in cooperation with a small task force for each course

- Formatively reviews curriculum and proposes changes and/or adjustments to ensure consistency through the relative teaching staff
- Oversees the implementation of the curriculum
- Prepares teaching schedules for DDP program
- Responsible for the updating and maintenance of the DDP Web site
- Oversees the implementation of instructor and student surveys conducted by the SAO and R&DO
- Responsible for the student and staff orientation programs at the beginning of each academic year
- Prepares an academic calendar for office work, deadlines and meetings with instructors, related offices and level coordinators
- Administers and announces TOEFL ITPs
- Informs the Student Registrar's Office about the exam results of the students
- Tracks the success and attendance rates of the DDP students registered in the Dual Diploma Preparatory Program
- Conducts work for the SFL accreditation
- Conducts the placement of the newly registered DDP students into correct language level classrooms
- Supplies instructors, equipment, and classrooms

LEVEL COORDINATORS

Appointment: Appointed by the Head of CDO and the DDP Coordinator, who reserve the right to change these individuals if deemed necessary.

Qualifications:

- 2 years or more of service at ITU SFL preferred
- Computer literate
- Efficient organizational skills
- Leadership qualities
- Strong communication skills
- Ability to work effectively with a culturally diverse staff group
- Strong interpersonal skills
- Decision-making ability
- Long term planning skills

Responsibilities:

- Responsible to the Head of CDO and/or the DDP Coordinator
- Attends the following meetings:
 - a) Monthly meetings with instructors to keep track of how the programme is running: i.e., whether everybody is on schedule, whether the material is considered adequate, whether the testing is in line with the curriculum, etc. Receives written feedback from the instructors to this effect
 - b) Regular meetings held by the Head of CDO or DDP Coordinator to communicate information and to contribute to long-term decision making
- Writes a report to the respective head or coordinator concerning the outcomes of level meetings
- Acts as a communication conduit between the Academic Offices and instructors. Solves test-related problems with the Test Office

- Proof-reads exams at their level
- Aids the Head of CDO or DDP Coordinator in the preparation of the summer school program and the following year's academic program
- Formatively reviews curriculum of Prep Programs in co-operation with the Curriculum Development Office and the DDP Coordinator when necessary
- Ensures availability of all necessary teaching material (CD's, books, etc)
- Works in concert with all program offices to develop the program
- Helps with the update and maintenance of the Prep Program web site
- Decides which materials to prepare after faculty meetings
- Gives details to the Materials Office about the materials necessary for his/her level, giving 2 weeks notice
- When necessary prepares materials for his/her own level
- Guides instructors in using materials effectively
- Oversees editing of prepared material and makes sure that the materials have been left at the photocopy centre a week prior to distribution and informs instructors when ready
- Prepares an academic calendar for office work, deadlines and meetings with instructors and offices

ADVANCED ENGLISH PROGRAMS

1- 101/102 ADVANCED ENGLISH COORDINATOR

Appointment: Appointed by the Director for a term of 3 years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:

- Proven organisational skills
- Master's Degree, preferably in the field of Education
- 3 years or more of service in the ITU Advanced English Program
- Computer literate
- Leadership qualities
- Ability to work with various staff groups
- Effective communication skills
- Experience in curriculum development
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively

Responsibilities:

- Responsible to the Director
- Attends meetings held by the Administration
- Responsible for academic counselling
- Holds meetings with ING 101 & 102 on a bi-weekly basis.
- Communicates with ING 101/102 instructors on a weekly basis
- Completes monthly status reports on any related staff or academic issues
- Formatively reviews curriculum of ING 101/102 courses through evaluation in cooperation with a small task force for each course
- Formatively reviews curriculum and proposes changes and/or adjustments to ensure consistency through the relative teaching staff
- Prepares the quizzes, midterms and final exams with the help an appointed instructor

- Responsible for the organisation of instructor & student surveys for each semester, and providing feedback to all staff. This should be completed between the 8th and 10th week of classes. Instructor/student survey forms are prepared in collaboration with the R&DO and SAO.
- Prepares teaching schedules for ING 101/102 courses. This is done in collaboration with the ING 103/201 Co-ordinator. Receives approval from the SFL Administration before handing in the schedules to Automation
- Collects the necessary documents from instructors for ABET (grade sheets & distributions, attendance lists, questionnaires and reports, good, average bad student samples
- Prepares the ABET folder and the soft copies for each Academic year
- Responsible for the updating and maintenance of the 101/102 Web site.
- Communicates regularly with the ING103-201 Advanced English Coordinator.
- Prepares termly reports to the Director.
- Prepares an academic calendar for office work, deadlines and meetings instructors

2- 103/201 ADVANCED ENGLISH COORDINATOR

Appointment: Appointed by the Director for a term of 3 years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:

- Proven organisational skills
- Master's Degree, preferably in the field of Education
- 3 years or more of service in the ITU Advanced English Program
- Computer literate
- Leadership qualities
- Ability to work with various staff groups
- Effective communication skills
- Experience in curriculum development
- Experience in managing and co-ordinating staff duties, meetings, and activities involved in running a program effectively

Responsibilities:

- Responsible to the Director
- Attends meetings held by the Administration
- Responsible for academic counselling
- Holds meetings with ING 103 & 201 instructors on a monthly basis
- Communicates with ING 103/201 instructors on a weekly basis
- Completes monthly status reports on any related staff or academic issues
- Formatively reviews curriculum of ING 103/201 courses through evaluation in cooperation with a small task force for each course
- Formatively reviews curriculum and proposes changes and/or adjustments to ensure consistency through the relative teaching staff
- Responsible for the organisation of instructor & student surveys for each semester, and providing feedback to all staff. This should be completed between the 8th and 10th week of classes. Instructor/student survey forms are prepared in collaboration with the R&DO and SAO
- Prepares the final exam with the help of an appointed instructor

- Prepares teaching schedules for ING 103/201 courses. This is done in collaboration with the ING 101/102 Co-ordinator. Receives approval from the SFL Administration before handing in the schedules to Automation
- Collects the necessary documents from instructors for ABET (grade sheets & distributions, attendance lists, questionnaires and reports, good, average bad student samples
- Prepares the ABET folder and the soft copies of all documents for each academic year
- Responsible for the updating and maintenance of the ING 103/201 Web site
- Communicates regularly with the ING 101-102 Advanced English Coordinator.
- Prepares termly reports to the Directors
- Prepares an academic calendar for office work, deadlines and meetings with instructors

INTERNATIONAL COORDINATOR

Appointment: Appointed by the Director for a term of 3 years. The Director reserves the right to change this individual if deemed necessary.

Qualifications:

- Proficiency in Turkish
- Proven organisational skills
- Experience in managing and co-ordinating staff activities.
- Ability to work effectively with various cultural staff groups.
- Effective communication skills

Responsibilities:

- Responsible to the Director
- Meets with the Director on a termly basis
- Attends School meetings and provides a written report for Native Speakers of all relevant information
- Holds meetings with Native Speakers when needed
- Serves as liaison and contact person for all Native Speakers for information, questions and concerns regarding the SFL
- Collaborates with R&DO for new Native speaker orientations
- Responsible for the follow-up process of native speaking applicants/candidates
- Responsible for assisting administrative staff with Native Speakers' residency permits, necessary documents and all paperwork pertaining to Istanbul Technical University
- Trouble shoots and attends to issues that arise concerning Native Speakers
- Attends meetings with the Director when necessary
- Responsible for posting updated office hours
- Provides reports each term to the Director

ELECTIVE COURSES

1- FRENCH PROGRAM COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

- Prior French teaching experience
- Proven organisational skills
- Effective communication skills

Responsibilities:

- Responsible to the Director
- Attends Academic meetings
- Serves as co-ordinator regarding all issues that affect the French Program
- Maintains the student booklet on the French Program
- Responsible for instructor scheduling of classes
- Oversees curriculum development for the French Program
- Co-ordinates the Program with the Faculties
- Updates and maintains the French Program's web site
- Prepares termly reports to the Director
- Prepares an academic calendar for office work, deadlines and meetings with instructors

2- GERMAN PROGRAM COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

- Prior German teaching experience
- Proven organisational skills
- Effective communication skills

Responsibilities:

- Responsible to the Director
- Attends Academic meetings
- Serves as co-ordinator regarding all issues that affect the German Program
- Maintains the student booklet on the German Program
- Responsible for instructor scheduling of classes
- Oversees curriculum development for the German Program
- Co-ordinate the Program with the Faculties
- Updates and maintains the German Program's web site
- Prepares termly reports to the Director
- Prepares an academic calendar for office work, deadlines and meetings with instructors

3- JAPANESE PROGRAM COORDINATOR

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

- Prior Japanese teaching experience
- Proven organisational skills
- Effective communication skills

Responsibilities:

- Responsible to the Director
- Attends Academic meetings
- Serves as co-ordinator regarding all issues that affect the Japanese Program
- Maintains the student booklet on the Japanese Program
- Oversees curriculum development for the Japanese Program
- Co-ordinate the Program with the Faculties
- Updates and maintains the Japanese Program's web site
- Prepares termly reports to the Director
- Prepares an academic calendar for office work, deadlines and meetings with instructors

YDY PRESS COMMISSION

The commission members should have the following qualifications:

- Minimum 2 years' experience at the ITU SFL required
- Proven organizational skills
- Long term planning skills
- Computer literate
- Strong communication skills
- Experience in writing/editing a book

Responsibilities:

- Responsible to the Director
- Attends meetings with the Administration
- Sets up a commission to work on the preparation of the book(s)
- Regularly meets with the commission to exchange information
- Plans and creates the content of the book(s) with the information gathered from all the academic offices
- Conducts student and instructor surveys to evaluate the book(s) each term
- Corresponds with the SAO for the content of the questionnaires and the results
- Reviews the content of the book(s) at the end of each academic year
- Revises the book(s) with the feedback received
- Supervises the work of the commission

SUPPORT SERVICES

1- SOCIAL AND CULTURAL ACTIVITIES CENTER

Appointment: Appointed by the Director for a term of three years. The Director reserves the right to change this officer if deemed necessary.

Qualifications:

- Interest in extracurricular activities
- Commitment to the development of students as all-round personalities
- Strong interpersonal skills
- Effective communication skills
- Proven organisational skills

Coordinator Responsibilities:

- Responsible to the Director
- Attends meetings held by the Administration
- Co-ordinates the social and cultural activities for the student body
- Serves as resource person for students regarding social and cultural events, in addition to forming ways of encouraging them to participate
- Maintains communication within the University, as well as between the University and outside parties, to remain continuously aware of planned activities approved by the SFL Administration
- Delegates responsibility to volunteers in activities that require a larger task force
- Is aware of existing clubs and other activities (theatrical, musical, sports) that students may endeavour to participate in or organise
- Maintains contact with heads of student groups that concern themselves with already cited activities. The SCC is responsible to the Administration for these activities
- Serves as resource person for the Student Board
- Updates and maintains the web site.
- Prepares an orientation program for new students
- Prepares a termly report to the Director
- Prepares an academic calendar of events, deadlines, meetings and office work

2- GUIDANCE AND PSYCHOLOGICAL COUNSELLING CENTER

Appointment: The PCG Centre is connected to the Rectorate. Office members are appointed through the Rectorate.

ITU Center of Psychological Counselling and Guidance is a student service unit that has offices both in the building of the School of Foreign Languages (Maçka) and in the former building of the Rectorate (Maslak).

Responsibilities:

- Supports students in their academic development,
- Helps students to become individuals that are:

- Sensitive and responsible to themselves and others.
- Investigating, questioning and realizing.
- Able to express feelings and thoughts appropriately.
- Able to form positive and constructive interpersonal relationships.
- Able to determine goals and acting in accordance with those goals.
- Respectful of individual differences.
- Follows the main principals of secrecy, trust and respecting individual rights
- Provides services in individual counselling
- Arranges Group Efficient Communication Training
- Arranges Educational Programs for Dealing with Test Anxiety
- Arranges Group Assertiveness Training
- The primary goal of their centre is to apply protective “Programs for Taking Precautions” and prevent problems before they appear.

FACULTY

Qualifications:

- Fluent in English: Must have a KPDS/ÜDS score of at least 80/100 , or a TOEFL iBT score of 65/120 for non-native instructors. Native speakers of English should be the citizen of the USA, Canada, the UK, Australia or New Zealand.
- Must have an ALES score of at least 70/100 for non-native instructors
- Must have a B.A or M.A in ELT, English Literature, English Studies, Linguistics, American Culture and Literature, or Translation and Interpreting Studies for non-native instructors. Native speakers should have a B.A or M.A preferably in ELT, English Literature, American Culture and Literature, English Studies, or Linguistics. If not, native speakers should have a recognized TEFL qualification.
- Prior experience in teaching English as a second language
- Effective organisation skills
- Strong communication skills
- Willing to receive additional instructor training if necessary
- Ability to work independently on creating supplementary material for class exercises

Responsibilities:

- Directly responsible to respective Level Coordinator
- May be assigned office work (as stated in regulations)
- May serve as substitute instructor upon request
- Must comply with instructor regulations mentioned in the Instructor Handbook (especially regarding work load, teaching hours, attendance, disciplinary actions, in service training etc)
- May have to attend in service training/workshops prepared by R&DO
- May be assigned proctoring duty for the final exams of the Advanced English courses
- Must attend meetings held by the Level Coordinators, Academic Offices and the Directorate
- Required to proctor exams scheduled at the beginning of the academic year (including scheduled exams that may coincide with off days)
- Responsible for grading exams and entering grades into DILNOT
- In the case of absenteeism, required to receive written permission from the Directorate
- Responsible for any missing school documents such as attendance folders, exam papers etc.

- ❖ The coordinator is appointed by the Director for education given outside the projects of the Preparatory and Advanced English programs.
- ❖ All program coordinators and office heads are responsible for the relevant accreditation process and work (CEA and/or ABET).