

UAC-CP Job Description: English Teacher

The Unidad Académica Campesina-Carmen Pampa (UAC-CP) is a college in rural Bolivia that provides access to higher education for poor, indigenous youth. The UAC-CP, internationally recognized for both its unique approach and ability to address and dissipate root causes of poverty, is partially funded by Carmen Pampa Fund (CPF). CPF is a non-profit organization based in St. Paul, Minnesota that generates resources to assist the growth and development of the UAC-CP.

Both the College and CPF share a vision of economic, environmental, and social justice for the people of Bolivia. In recognition of their vital work, in 2003 the United Nations Subcommittee for the Eradication of Poverty designated the UAC-CP as one of the seven most effective initiatives worldwide.

POSITION: English Teacher

The UAC-CP relies on English-speaking professional visitors to supplement and execute the College's English program. While UAC-CP students in all five academic areas are required to study English, the greatest need for intensive instruction is in the Ecotourism Department.

As a direct result of the initiative, **English and Ecotourism—Foundations for the Future**, the College founded the Language Department in January 2011 to help better meet the needs of students at the College. The Language Department is committed to the campus-wide implementation of a comprehensive, standardized English curriculum using the American English File series from Oxford University Press.

Primary Duties and Responsibilities:

- Prepare and teach college-level English classes for groups and individuals in accordance with UAC-CP approved curriculum
- Provide tutoring/homework assistance
- Supervise and assist students in language laboratory
- Coordinate curricula with UAC-CP professors
- Assess student achievement and academic progress
- Keep organized records of attendance, grades and lesson plans
- Attend and participate in UAC-CP faculty and administrative workshops and trainings
- Respect UAC-CP teacher policies (i.e. vacation schedule, professional code of conduct, dress code, etc.)
- Abide by responsibilities and expectations for UAC-CP professional visitors as outlined in the Professional Visitor Handbook
- Educate UAC-CP students in a manner that is consistent with the values and mission of the College

Experience and Qualification Requirements:

- Dedication to the mission of the UAC-CP
- Responsible, organized, flexible, self-motivated, patient, and professional
- English speaker

- Speak, read, and write Spanish at an intermediate level
- B.A. or B.S. degree, minimum (copy of college diploma is required)
- English teaching experience and/or TOEFL certificate preferred
- Commitment to teaching for at least one full semester (Approximate dates for semesters are: Feb. 2 – Jun. 25; Jul. 25 – Dec. 21)

Compensation:

Housing and food are provided in the Guest House.

Application:

In addition to the Professional Visitor Application form, please send a resume with a short cover letter to: Hye-Jung Park at hjparkcorea@yahoo.com and Hugh Smeltekop at boliviahugh@gmail.com

For more information, please visit Carmen Pampa Fund's website:
www.carmenpampafund.org

Updated August 2011.