

POSITION

The Texas International Education Consortium (TIEC) seeks Outreach Specialists for its Texas Intensive English Program (TIEP) in Austin, Texas. These part-time positions (each approximately 400 hours per year) are currently open, and qualified candidates able to start by October 15, 2017 will have preference.

POSITION DESCRIPTION

Reporting to the TIEP Communications and Outreach Coordinator, Outreach Specialists will:

- Promote TIEP locally and internationally by posting engaging content on diverse and relevant English and non-English social media platforms, networking sites, and visual media sharing based mobile platforms such as Facebook, YouTube, WhatsApp, Instagram, and WeChat.
- Follow up with prospective TIEP students in their native language to increase conversions to enrolled students.
- Conduct online training sessions for counselors at TIEC-contracted agencies to inform the counselors about TIEP programs and to develop collegial relationships with them.

This position description is not intended to be an all-inclusive list of the activities and responsibilities of the position. It is intended to describe the general nature of the work.

EDUCATION AND EXPERIENCE REQUIREMENTS

All candidates should have an Associate's degree or two years of undergraduate coursework and have advanced proficiency in English and one or more of the following languages: Chinese, Korean, Portuguese, and Spanish. Candidates should have a demonstrated proficiency in the use of a variety of social media commonly used by speakers of Chinese, Korean, Portuguese, or Spanish.

APPLICATION PROCEDURES

To apply for the position, submit:

- A cover letter listing qualifications and how they relate to the position responsibilities.
- A current and detailed résumé that reflects both months and years of positions held.
- Writing or project samples in English and one or more of the following languages: Arabic, Chinese, Japanese, Korean, Portuguese, Spanish, Thai, Vietnamese.
- Names of 2-3 references, including job titles and contact information (addresses, telephone numbers, and email addresses).

Submit all materials for the position to:

Dr. Terry Simon
Director
Texas Intensive English Program
1103 West 24th Street
Austin, TX 78705-4603

Email: terry.simon@tiec.org

Tel: (512) 477-4511
Fax: (512) 322-0592

The Texas International Education Consortium is an Equal Opportunity Employer.