The Sprachenzentrum (Language Center) at the University of Stuttgart invites applications from motivated, committed and experienced candidates for the position of a Coordinator for Digital Instruction and Writing Center English, especially for our digital and in-person offerings such as mini-courses, Schlüsselqualifikationen (elective credit courses), and workshops in English and German for both internal and external participants. The position is remunerated in accordance with TV-L, pay scale E13 at 50% unlimited.

About the institute:
At the Language Center Stuttgart, domestic and foreign participants are able to find a diversified and nuanced course program that involves 14 languages. This includes Arabic, Chinese, Russian, and Turkish as well as English, Italian, French, Spanish and German taught as a foreign language. Another emphasis at the Language Center involves courses that professionally convey methodological, communicative, and intercultural as well as personal and social skills.

Tasks:
- Creating and administrating online learning modules using the learning management systems approved by the University of Stuttgart
- Advising and coaching colleagues on creating their own online learning modules with ILIAS and Webex
- Coordinating online and in-person mini-courses and workshops for the academic English offerings in the Writing Center, including the acquisition and supervising of freelancers
- Teaching English mini-courses for the Writing Center, including technical English, thesis writing, paraphrasing and citing, writing strategies, and other topics, all at the university level
- Strategic development and collaboration with the German Schreibwerkstatt to create Writing Center offerings
- Maintenance and development of the Writing Center online presence, including social media, website, and ILIAS modules

Anforderungsprofil
- Undergraduate (B.A, B.Sc. or equivalent) and Master’s Degree in English Literature or Linguistics (or Anglistik / Amerikanistik) with an above average final grade. Preferably studying or planning to study for a PhD in the before mentioned field(s).
- Minor area or certificate in vocational training, pedagogy or education
Highly experienced in ILIAS, Webex and IT support
Experience with online and offline language module development and maintenance at the university level
Experience working in multicultural and multilingual teams
An open-minded, flexible, friendly, helpful and confident personality
A desire to support the university’s internationalization strategy
English language at the C2 level (native or near native), very good (C1+) German language

Please submit a C.V. and letter of motivation in English to:
Dr. Lucy Blaney-Laible
lucy.blaney-laible@sz.uni-stuttgart.de

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<td>Mittwoch, 1. Juli 2020 - 23:59</td>
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Kontakt

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<tr>
<th>Vorname</th>
<th>Lucy</th>
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Bitte beziehen Sie sich in Ihrer Bewerbung auf https://www.stellenwerk-stuttgart.de/