



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

NCESL Instructional Support Coordinator

20%

Closing Date: June 18, 2026

Objectives of Assignment:

- Coordinate the daily operations of a Noncredit ESL instructional support program.
- Ensure student learning with tutoring, language practice, and workshops - Promote student success and retention through partnerships with other GCC programs and services

Description of Assignment:

The Noncredit ESL Instructional Support Coordinator provides leadership for tutoring and language practice services that promote student engagement and retention. The coordinator collaborates with faculty, staff, and college programs to streamline support pathways and ensure equitable access to learning opportunities for Noncredit ESL students.

Supervision Exercised and Received:

- Exercised: Student ambassadors and adjunct faculty working in the Learning Cafe
- Received: Division Chair, Noncredit ESL

Tasks and/or Activities Required:

1. Communication and Promotion

- Maintain regular communication with students, Student Services, staff, and faculty
- Promote tutoring services through emails, classroom visits, flyers, Canvas posts and social media

2. Scheduling and Coordination

- Develop schedules for each semester and intersession.
- Coordinate with division chair and grant coordinators on instructor assignments

3. Tutoring and Language Practice

- Lead in-person and Zoom tutoring sessions.
- Develop warm-ups and tutoring topics
- Recruit, train, and supervise student ambassadors serving as tutors.
- Manage online and in-person session logistics.

4. Content Development

- Organize weekly conversation topics, questions, and videos.
- Coordinate the development of new tutoring and self-study modules.

5. Canvas Course Management

- Maintain and update the Canvas course.
- Develop learning modules, practice quizzes, and tests.
- Create bi-weekly announcements and message students.

6. Workshop Organization

- Organize five one-hour workshops per semester led by adjunct faculty.
- Recruit instructors and support workshop development.
- Create and post promotional materials.

7. Assessment and Reporting

- Update and administer student surveys each semester.
- Measure student success, retention, and partnerships.
- Analyze results to write yearly reports.
- Adjust approaches and procedures accordingly to improve outcomes.

8. Collaboration

- Participate in the Learning Assistance task force.
- Attend and contribute to monthly meetings and special events.
- Strengthen partnerships with counseling, English for Work, Dream Big, CollegePrep ESL, etc.

Preferred Qualifications:

- Noncredit ESL full-time faculty member
- Experience teaching or coordinating ESL Learning Cafe or similar programs
- Experience teaching at least four of the six Noncredit ESL levels
- Experience in managing or coordinating academic programs

Stipend and/or Released Time:

- 20% released time

Term of Assignment:

- 2-year term, subject to annual review by the RT/EP committee and funding availability

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed in this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position. [OBJ]
2. A selection committee will interview the candidates for the position and make a final recommendation to Dr. Michael Ritterbrown, Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to the availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



APPLICATION FORM
Instructional Support Coordinator
20% Assignment
Closing Date: June 18, 2026

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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