



WORKPLACE ESL RESEARCH INTERN JOB DESCRIPTION

Position Summary

The ESLC Intern provides research and outreach support to the Workplace ESL program. Census data shows a positive relation between immigrant earnings and English language ability. Many immigrant employees understand the importance of improving their English skills, yet barriers such as time, transportation, and childcare keep many from attending classes.

The Workplace English program contracts with companies to provide ESL classes taught by professional teachers who develop a specialized curriculum for the company and at the company's worksite. The class curriculum is developed based on feedback from the company, the students, and their supervisors. The Workplace ESL Research Intern will assist in growing the capacity of the program by conducting internal research, compiling data and feedback from current worksites, and creating promotional materials presenting the impact of the English Skills Learning Center's Workplace ESL to potential partnering agencies.

Qualifications

- Pass a background check from the Bureau of Criminal Investigation
- Strong desire to improve the English language skills of adult students
- Patience, understanding, flexibility and a positive attitude
- Sensitivity to cultural differences
- Strong writing skills
- Fluency in English

Responsibilities

- Work in an unsupervised capacity from home and attend meetings at ESLC office one day per week (day to be determined by applicant)
- Observe Workplace ESL classes as instructed by the assigned supervisor
- Assess and evaluate current workplace programs
- Compile data from observations and evaluations
- Present findings of research to potential partnering agencies
- Provide regular feedback to the appropriate ESLC coordinator on the status of the project
- Record hours spent on project and travel time each month with any student achievements met or exceeded
- Coordinate with your supervisor directly if you are unable to be present during scheduled hours
- Communicate any personal needs or concerns to your assigned supervisor
- Follow ESLC policies

Additional Information

Reliable transportation for travel to various locations throughout the valley is required. The position asks that you be available for approximately 16-20 hours a week.



This is not a salaried position, but one in which we can supply you with a letter of recommendation. We encourage you to coordinate with your university or college to earn credits for this experience. Send cover letter and resume, including references, to careers@eslcenter.org