

Twin Cities Campus

*Center for Advanced Research on
Language Acquisition
Global Programs and Strategy Alliance*

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Position Available

Director Center for Advanced Research on Language Acquisition Position Description

Job ID # 306957

Position Overview

The CARLA Director provides overall academic leadership for the [Center for Advanced Research on Language Acquisition \(CARLA\)](#) at the University of Minnesota, one of 16 National Language Resource Centers funded by the U.S. Department of Education. The CARLA Director plays a vital role in shaping the Center's mission, serves as Principal Investigator of the center's foundational Language Resource Center grant and other major grants, seeks additional funding consistent with the center's overall mission, supervises the Center's administrative and programmatic staff, carries out research, provides oversight of summer institutes and workshops focused on second language acquisition and teaching, and directs the dissemination of the Center's work to the broader academic and language teaching community in the College of Liberal Arts, the College of Education and Human Development, the University, and across the country.

Position Duties

1. Provide overall academic leadership for the Center (40%)

- Provide ongoing leadership and direction for the scholarly and pedagogical content of CARLA's projects and professional development programs including the Center's Language Resource Center projects such as conferences on immersion education and language teacher education (international); the CARLA summer institute program (international); the Minnesota Professional Development Consortium workshops (regional); the CARLA presentation series (campus-wide); and other special events.
- Continue/develop a sustainable program of research and publication directly related to CARLA's mission.
- Serve as Principal Investigator for CARLA's USDE Title VI LRC Program grant, shaping quadrennial proposal content and supervising the directors of LRC projects.
- Oversee the Center's budgets, working closely with the CARLA Executive Assistant Director to make budgetary decisions.
- Oversee overall content of professional development initiatives, to maximize collaboration and broad dissemination to the language teaching community, both nationally and locally, especially in partnership with the College of Liberal Arts (CLA) Language Center and with the College of Education and Human Development (CEHD).

- Design and supervise program evaluation and reporting for program analysis and improvement.
- Report regularly to the Associate Vice President and Dean of Global Programs and Strategy Alliance, serve on GPS Directors Board and International Program Committee.

2. Provide research and advising for instructors of language programs in the College of Liberal Arts (25%)

- In collaboration with the CLA Language Center Director and Directors of Language Programs, provide research expertise to instructors of CLA language programs.
- Provide SLA expertise and support for professional and curricular development projects in CLA.
- Facilitate collaboration with the Language Center leadership to cultivate research opportunities for CLA language instructors, graduate students, and staff.

3. Seek and secure grants and other resources for the Center (15%)

- Identify Requests for Proposals (RFPs) from funding organizations whose missions coincide with those of the Center, and supervise the writing of proposals in collaboration with academic partners and Center staff.
- Write research and professional development proposals on topics in the Director's own areas of expertise.
- Partner with CARLA Executive Committee members in their grant-seeking and grant-delivery efforts, acting as consultant to meet their needs for professional development work in connection with their grant projects.
- Work with the GPS Alliance Senior Development Officer to create and carry out a development plan for the Center that engages the resources of community partners.
- Work with CARLA Executive Assistant Director to create and deliver a dissemination and publicity system to maximize the Center's connections and community good will for the mission of the Center.

4. Disseminate the Center's resources and professional development work (15%)

- Teach a weeklong CARLA summer institute annually on a topic related to the Director's own areas of expertise. (For background information see: <http://www.carla.umn.edu/institutes/index.html>)
- Present the Center's work at state and national professional conferences to a wide audience of language teaching professionals.
- Meet with other Language Resource Center directors and coordinators annually at the ACTFL Conference, collaborating with them to maximize resources through strategic partnerships.

5. Supervise CARLA personnel (5%)

- Supervise CARLA's Executive Assistant Director, who is responsible for project execution, budget management and monitoring, and the summer institute program, and program staff, who are responsible for designing and delivering academic projects the Center is funded to carry out.

- Supervise the heads of CARLA projects.
- Organize and participate in Center searches for program staff, and oversee their hiring and layoff, in accordance with grant funding.

Required Qualifications

- Ph.D. or Ed.D. in areas related to second language acquisition and teaching
- Demonstrated scholarship, background and experience in language education
- Knowledge about key national and international issues related to language education
- Documented evidence of management ability, organizational and interpersonal skills, and strong public relations skills

Preferred Qualifications

- Demonstrated leadership and professional involvement in foreign language education
- Demonstrated success in writing, procuring, and managing grants
- Demonstrated interdisciplinary team-building success in academic and/or non-academic settings

Position Details

- 100%, 12-month, annually-renewable, Professional and Academic Administrative (P&A) position - Education Program Manager 4
- Salary range - \$80,000-\$106,000 annually (depending on qualifications)

Application Instructions

- Applications ***must*** be submitted online at: <http://www1.umn.edu/ohr/employment/>
- The job ID # is 306957. In the online system, candidates will be given the opportunity to complete an online application for the position and attach a cover letter and résumé. **Please list the names and contact info of your references at the end of your résumé.**

Required Documents

- Resume or CV **including a list of 3 professional references**
- Cover Letter

Review of applications will begin on **March 1, 2016.**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).