



## **Bilingual (French/English) Program Development Assistant (Graduate Assistant Position)**

CALL (Continuous, Adult, and Lifelong Learning) and  
Dept. of Modern Languages, Literatures and Cultures

To apply, email CV and cover letter to Ailsa Craig at [acraig@mun.ca](mailto:acraig@mun.ca)

**Closing Date:** November 15<sup>th</sup>, 2024

### **Employer Information**

CALL Memorial the pan-university face of continuing education for Memorial University, both representing offerings from across units, and developing new offerings in collaboration with units and organizations within and outside of Memorial.

### **Position Title and Project Information**

We are hiring a Program Development Assistant to assist with developing a continuing education certificate program in French Language Maintenance through residence and community-based immersive programming. This position is for the 2024/2025 fiscal year, with possibility of renewal dependent on funding and positive performance review.

This position reports to and works in collaborative team led by Dr. Ailsa Craig, Special Advisor to the President, Continuing Education, alongside an undergraduate assistant and in collaboration with staff in Residence Life and the Dept. of Modern Languages, Literatures and Cultures.

**Hours:** 15 hours per week for 16 weeks (total hours, 240, some flexibility in scheduling)

**Start Date:** November 25<sup>th</sup>, 2024

**End date:** March 31<sup>st</sup>, 2025

**Wage:** \$25.43/hr as per TAUMUN agreement

### **Duties include:**

- Research and writing for a literature review on the pedagogy of language maintenance (in English)
- Collaboratively planning and providing community education events in French
- Participation in strategic planning for program delivery structure and systems
- Record keeping and observational notes on pilot programming offered, preparing written reports
- Assist with communication and relationship building with local francophone organizations and members of the Memorial community
- Other related duties in connection with project development as needed

- Assistance with translation as needed (mostly informal)

**Qualifications:**

- Currently enrolled in a graduate program, either in a related area (e.g. French, Linguistics, Education, Business) or with experience that demonstrates interest in/commitment to French language learning processes.
- Bilingual (French/English) with full confidence in both languages for oral and written communication
- Research skills and experience writing literature reviews
- Commitment to and interest in French language and culture
- Interest in the dynamics of language maintenance
- Experience with public speaking/presentations
- Project management experience
- Creative, strategic, systems thinker
- Attention to detail

Please note, written reports and literature reviews will be done in English.

Please provide a cover letter/letter of interest as well as your CV to Ailsa Craig at [acraig@mun.ca](mailto:acraig@mun.ca)