



Career Opportunities



Date Listed: 26 August 2007

POSITION: **EDUCATION MANAGER**

- Leading Language Centre
- University of Sydney

DETAILS: The Centre for English Teaching offers innovative, quality English language programs in the heart of Sydney. Programs are delivered by committed staff with local and overseas experience and are regularly reviewed for relevance. CET provides students with a supportive environment so as to maximise their progress and welfare.

As a result of continuing growth, CET now seeks a talented Education Manager to lead the curriculum and delivery aspects of academic programs as well as manage all assessment mechanisms. You will provide leadership and support to teaching staff. Responsibility for quality assurance and assessment administration is an important part of the role. You must be an experienced teacher who enjoys the student interaction that comes from teaching occasional classes. As a senior member of the management team, you will work with colleagues on determining the strategic direction of CET.

To succeed you will have a track record of success in managing a variety of programs, including TESOL / TEFL, in a competitive environment in Australia and overseas. As a committed educator, preferably with postgraduate TESOL / TEFL qualifications, you will be genuinely interested in education and students. Expertise in curriculum development is essential. A decisive, confident manner with a no-nonsense approach to problem solving will enable you to succeed in the role. You must be a leader who is willing to 'roll up your sleeves' as well as work at a strategic level.

Please email your resume to apply@j-yes-consulting.com or post to J-YES Recruitment & Consulting, PO Box 513, Woollahra 1350 or fax (02) 9328 6025. For a confidential discussion, please call Joyce Yong on (02) 9327 3568.