Please review the information below carefully before applying for the IUHPFL Instructor position.

Instructors’ daily tasks onsite include:

- Teach and/or co-teach one or two courses to different groups of students daily. IUHPFL course subjects are: Culture, Grammar, Linguistics/Phonetics, Literature, and Communication. Each instructor develops his/her own course materials and submits them in digital format to the IUHPFL Office in March for printing.
- Facilitate or lead Afternoon Activities in sports, choir, theater, dance and/or art.
- Accompany students on several excursions to regional sites.
- Lead a weekly Support & Success Group for a small number of students in order to help them acclimate to their surroundings, practice their conversation skills in the language, set personal and academic goals, and celebrate their successes.
- Serve in Coordinator Roles to help administer IUHPFL abroad: Student Coordinator, Financial Coordinator, Logistics Coordinator or Public Relations Coordinator.
- Work with Onsite Coordinators in host cities to carry out the program calendar and collaborate with host families.
- Communicate with the IUHPFL Office through weekly reports, emails, and video chat in order to relay updates and respond to urgent matters.

Instructor Salary and Compensation

The starting salary for IUHPFL instructors is $3,600. Additionally, the program covers: international flights to and from the host countries; all approved program-related travel; lodging; and three (3) meals per day during the program dates.

Eligibility to Teach for IUHPFL

Consider applying if you:

- Are a graduate student or a (non-tenure-track) lecturer on the Indiana University Bloomington (IUB) campus or you are currently an Indiana high school teacher, specializing in one or more of the program’s target languages
- Have the desire to work with high school students
- Can demonstrate excellence in teaching
- Have native or near-native mastery of the target language
- Consider yourself an excellent colleague to others, possessing the flexibility, patience, and open-mindedness to work closely and harmoniously within a team of two or three other instructors, as well as Onsite Coordinators and host families
- Can commit to intensive pre-departure preparation, including four (4) all-day training and orientation sessions, one per month in January, February, March and April
- Can handle stress well, juggle several roles at once (i.e. instructor, administrator, mentor, etc.)
- Are able to manage a schedule that requires attention to student needs during off-hours
- Possess or would be able to obtain appropriate passport and visa (if applicable) documents in order to enter the host country and to re-enter the United States after the programs end
Application Process and Important Dates

- Visit the Employment Opportunities page (under Contact Us) on our website.
- **By October 1st, 2021**
  - Complete the brief IUHPFL Instructor Application
  - Send your updated resumé to Loni Dishong, Managing Director, at ldishong@iu.edu.
  - Include a cover letter in English that:
    - describes your relevant teaching experience and how it will make you a valuable instructor for the program
    - indicates a solid understanding of the structure of IUHPFL and its expectations of you as an instructor and mentor
    - outlines how participating as an instructor will contribute to your overall professional goals
    - discloses any obligations, events, or opportunities that might prohibit you from fully committing to IUHPFL.
- **Early October:** Once application materials are received, interviews and classroom observations will be arranged.
  - If it is not possible for our staff to observe your teaching, you will be asked to submit a video clip from one of your recent class periods.
  - If you are a graduate student at IUB and are currently not teaching, your resumé and professional references must indicate outstanding teaching experience.
- **By October 15th, 2021**, two (2) professional references must complete the Online Reference Form. (No recommendation letters please.) Applicants are responsible for sending the link to their references and ensuring they submit the form on time. See Who Can Be a Professional Reference? on the Employment Opportunities page.
- **Early December:** Final decisions regarding IUHPFL instructor teams for 2022 will be announced.
- **December and early January:** IUHPFL instructors screen approximately ten (10) student application dossiers over Winter Break.
- **Spring:** Instructors are required to dedicate one (1) Sunday per month, January through April, to three (3) all-day instructor training sessions and one (1) student orientation day.

Additional Information for Instructor Applicants

- By accepting an appointment with IUHPFL, applicants are committing to:
  - Ensure that their personal passport and visa requirements are met in accordance with the mandates of their assigned host countries and inform the Managing Director immediately of any issues
  - Cease applications to other spring/summer positions that would prevent them from meeting all of their IUHPFL obligations
  - Disclose any changes - current or future - in their present employment position or course of study that might prevent them from meeting their IUHPFL obligations or affect their eligibility to work for the program
- Instructors for the program will need to be familiar with the following:
  - IUHPFL website, including the Honor Code
  - IUHPFL Instructor Handbook
  - IUHPFL Student Handbook which all students and parents/guardians receive at Student-Guardian Orientation in April
- Applicants are encouraged to dialogue with previous IUHPFL instructors to understand the time commitment, effort, and energy level required prior to, during, and after the summer programs.
- Sometimes there are more applicants than there are open instructor positions, in which case some applicants might be asked to act as alternate instructors.
  - Alternates do not attend Instructor Training sessions or Student-Guardian Orientation
  - They do read all program-related materials thoroughly and keep in touch with the Managing Director regarding their availability should they be needed
- IUHPFL instructor agreements are signed in December and are valid for one program cycle only. Re-appointment is contingent upon job performance and student enrollment.

Thank you for your interest in IUHPFL!

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