



diplomatische
akademie **wien**



The Diplomatic Akademie Wien – Vienna School of International Studies is the oldest professional school in the world, dedicated to preparing talented university and college graduates for international careers and positions of leadership in international organisations, the EU, public service and international business. The main training areas encompass international relations, political science, international and EU law, economics, history and languages.

The English Department is seeking an experienced and motivated

ENGLISH LECTURER (F/M/D)

(part-time: 8 teaching hours per week during the academic year)

TASKS:

- Teaching of English in small groups
- Drawing up of lesson plans in accordance with the departmental syllabus
- Preparation of original teaching materials
- Preparation of examination materials and tests
- Preparation and correction of homework tasks and examinations
- Assessment of student progress
- Associated administrative tasks, including meetings and examination invigilation

REQUIREMENTS:

- Applicants should have extensive experience of teaching general English at C1/C2 level and a CELTA/Delta qualification or equivalent
- Familiarity with the Cambridge Advanced and Cambridge Proficiency examinations, either as a teacher or examiner, is strongly preferred
- A background in ESP, particularly in the fields of EAP or Academic Writing would be advantageous

- The ideal candidate will have a strong interest in current affairs, a desire to strengthen their skill set in an academically challenging higher education setting, and excellent personal communication skills
- German language skills an advantage

WE OFFER:

- A supportive and friendly working environment, with students taught in small groups to ensure the achievement of the highest possible standards of language competency
- A varied, challenging job in the renowned Vienna School of International Studies` diverse and multilingual environment
- The opportunity to work independently and to contribute creative ideas
- A fixed employment contract (subject to completion of a suitable trial period), together with a range of other employee benefits

SALARY: EUR 972,00 per month for 8 teaching hours per week during the academic year (paid 14 times a year)

PLACE OF WORK: Diplomatische Akademie Wien, Favoritenstraße 15a, 1040 Wien

START DATE: 1. October 2023

HOW TO APPLY: Please send your application consisting of a cover letter, your CV, certificates, and reference letters to: bewerbung@da-vienna.ac.at