East Asian Languages and Cultures
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Applying for an Assistant Instructor Position with East Asian Languages and Cultures

Thank you for your interest in applying for an Assistant Instructor (AI) position in East Asian Languages and Cultures (EALC). Below are some guidelines for the application and some information to keep in mind as you prepare your application. Please feel free to contact the department with any additional questions that you may have!

Application Schedule:

-   Interested students can pick up an application from the EALC office in GA 2050A. The application can also be found online at http://www.iub.edu/~ealc/graduate/resources.shtml .

-   All application materials are due to the EALC office on February 15th.
-   Hiring is done in spring semester for the upcoming academic year.
-   **Hiring decisions will be made in late April or early May. You will not have your decision before that time.**

What to submit:

-   Completed AI application form
-   A one-page statement detailing your qualifications for serving as an AI, your academic goals, and your progress toward your degree
-   Two letters of evaluation from faculty, addressing your potential for academic work and for teaching
-   A copy of your CV/résumé
-   Evidence of the quality of your teaching, if you have previously taught (evaluations, video or DVD, lesson plans, etc.)
-   **If you have applied for an AI-ship with EALC in the past, you will not be able to re-use your previous application materials. Please plan to submit a new statement of purpose, new reference letters and an updated CV.**
-   You may be called in for an interview.

Some things to keep in mind:

-   Nearly all AI-ships in EALC are for language teaching in Mandarin Chinese, Japanese, and Korean.
-   First priority for AI-ships in EALC is for qualified graduate students within the department.
-   AI-ships in EALC are very competitive. Being a native speaker of Chinese, Japanese, or Korean, does not necessarily qualify you for language teaching in EALC.

- All AIs at IU are required to have a certain level of English language proficiency. All AIs are required to take the Test of English Proficiency for AI Candidates (TEPAIC). **If you cannot pass this test, you will not be allowed to teach.** If you are a finalist for an EALC AI-ship, we will arrange for you to take the test. You can find more information on the TEPAIC test at http://www.indiana.edu/~dsls/publications/Introduction.htm.
- Recommendations from IU faculty members are preferred; however, we can also accept reference letters from another university.
- Your recommendation letters can be sent directly to the department by your references, or turned in with your application packet. If you bring them to the office with your packet, the letters will need to be in a sealed envelope signed on the seal by your reference.
- If you are hired, you will need to be available for a full week of AI training before the start of Fall semester.

Please feel free to contact the department with any questions about the application process.

Best of luck on your application!