



**UPVD**  
Université de Perpignan Via Domitia

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Département des Etudes Anglophones  
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## **FICHE DE POSTE DETAILLEE/ JOB DESCRIPTION**

### **Language Assistant Position / Poste de lecteur/lectrice de langue anglaise**

**Deadline April, 23<sup>rd</sup> 2023**

The Université de Perpignan (UPVD) is home to 10,000 students, studying in the fields of Humanities, Law, Science, Business and Technology, Tourism, and Sports. A French language school (CUEF) operates all year round. Set in a particularly attractive location – near the Spanish border, in a sunny historical town where the cost of living is relatively low and transport is easy (airport 15')–, the university provides a human-sized, pleasant and stimulating work environment.

The English Department offers a Licence LLCER anglais (English BA) and two Master's degrees in English (education and cultural studies). Ten permanent members of staff teach 100 to 150 undergraduates and postgraduates.

University website: <https://www.univ-perp.fr/>

#### **Licence LLCER anglais (English BA):**

<https://www.univ-perp.fr/fr/licence-llcer-2-parcours-etudes-anglophones-metiers-de-la-traduction>

#### **Job Description and Requirements**

In 2023-2024 our Department will have two language assistants. Lecteurs/-trices may stay for a second year under certain conditions.

Applicants should hold an MA, preferable in Humanities, with a specialization in TEFL or, alternately, in French, English and / or Linguistics, or have some experience in teaching as a lecteur or lectrice. They should be fluent in French and capable of working in a French-speaking work environment. They should be competent to describe the English language precisely in grammatical and in phonological terms and to use and teach the IPA for English.

The position involves teaching duties and related administrative tasks, such as forming class groups and managing the students' assessment results. Non-teaching duties also include organizing some extracurricular activities and administering an English club, "l'Assoc' des anglicistes" (FB Assoc' des anglicistes Perpignan).

The lecteurs teach Oral English, Writing skills and occasionally Translation to English and Applied languages undergraduates, as well as general English (2h weekly) for students of various Humanities fields and occasionally other classes. Some of these classes may require that the lecteur or lectrice develop English for Specific Purposes (ESP) approaches to teaching. Beyond conversational and writing skills, they will likely therefore be asked to teach English applied to sociology, geography, history, musicology or history of arts for instance.

The two lecteurs or lectrices work together, both in teaching and administrative duties and in club activities. These can be adapted to each assistant's talents and include taking on an administrative function

in the Assoc' des anglicistes together with student members and organizing activities ("Pub Quiz" nights, conversation sessions, etc-

The workload is defined by the English Department but a large part of the teaching is done for the *Département de Langues Etrangères Appliquées* (LEA, Applied Languages), and occasionally for other Humanities departments.

Contracts are for a 12-month duration. The academic year runs from early September till mid-July, and lecteurs/lectrices are requested to be available from late August. The academic year falls into two 12-week teaching periods (classes are usually held from early September to late April) as well as revision, examination and board of examinations meeting periods, the latest being around 10<sup>th</sup> July.

Contracts may be extended for a second year and assistants are encouraged to stay for two years when they have given full satisfaction.

The pay is about 1200 € per month after tax. The yearly workload is 300 teaching hours per year (overtime teaching hours are possible upon agreement between the lecteur/lectrice and the Head of Department; they are paid over the basic salary,), plus about half a day a week (included in the salary) to be devoted to organizing and attending extracurricular student activities with the Assoc' des anglicistes.

For more information, please contact Professor Meillon, [benedicte.meillon@univ-perp.fr](mailto:benedicte.meillon@univ-perp.fr) and Dr Guillaume, [guillaume@univ-perp.fr](mailto:guillaume@univ-perp.fr).

Please visit <https://www.univ-perp.fr/fr/travailler-a-lupvd>

and click on the tab "Personnels Enseignants/EC"

Applications should consist of **a CV in English and a cover letter in French**, to be sent by **April 23rd, 2023** jointly to [benedicte.meillon@univ-perp.fr](mailto:benedicte.meillon@univ-perp.fr) and [guillaume@univ-perp.fr](mailto:guillaume@univ-perp.fr).

To facilitate the recruitment process, the files sent should be titled **"LASTNAME\_Firstname\_European"** or **"LASTNAME\_Firstname\_Non\_European"** and the various documents sent should be included in **a single pdf file, in this order:**  
CV – CL – recommendations if any – examples of previous workload if any - other documents.