**Job Title:** Part-Time German Language Instructor

**Location**

* In-Person: Germanic-American Institute, Saint Paul, MN
* Virtual: Zoom (USA - CST). Please note: Applicants must reside in Minnesota or Illinois. The GAI is unable to offer or support work visas to applicants outside this region.

**Start Date:** Late March / Early April 2025

**About the Germanic-American Institute (GAI)**

The Germanic-American Institute is a Minnesota non-profit organization, located on historic Summit Avenue in St. Paul. The GAI is the most prominent center for German language and culture education in the United States. Our mission is to connect people to a broader world through German language and culture. We operate a comprehensive adult-language education program, two German immersion preschools, a Saturday school for kids, and summer camps. In addition to producing a wide array of cultural programs throughout the year, the GAI is also a Goethe-Institut proficiency exam testing center and sanctioned Kulturgesellschaft.

**Position Summary**

We are seeking passionate and experienced German language instructors to teach adult and/or youth learners in our dynamic and diverse community. The ideal candidate will have extensive experience in teaching German as a foreign language and a strong dedication to fostering an engaging and effective learning environment. Classes range from beginner to near-fluent proficiency, with students spanning a wide range of backgrounds, such as working professionals, retirees, youth, and high school students. The core academic curriculum will be provided, with opportunities to supplement and adapt materials based on individual class needs and preferences.

**Key Responsibilities**

* Teach 12-week German language courses, either in-person or online, and support students during a weekly 30-minute office hour for each assigned class
* Adhere to the GAI’s curriculum and educational standards, while incorporating individual teaching style and utilizing supplemental resources and materials
* Develop and foster a learning environment that is engaging, supportive, and productive for all students and learning types, and utilize a variety of instructional methods and resources to support diverse learning styles and student goals
* Assign homework and encourage student completion; correct student work and answer questions by email, through Google Classroom, or in-person as needed
* Keep the course’s Google Classroom updated and post weekly assignments, learning tips, resources, etc.
* Ability to teach online Zoom courses while utilizing e-tools and e-curriculum to deliver and build engaging sessions

**Required Qualifications**

* Native or near-native German proficiency
* Authorized to work in the USA
* Availability to teach two (2) weekday evenings per week
* 2+ years professional experience in teaching German as a foreign language, or equivalent qualifications/training
* Strong technology skills (proficiency with Google Classroom, online curriculum platforms, Zoom, & MS Office)
* Demonstrated ability to work well in a fast-paced environment that requires flexibility, self-direction, and creativity
* Master’s degree and/or teaching licensure is highly preferred, but not required
* Strong classroom management skills and ability to create and foster a productive learning environment, both in-person and online
* Adherence to departmental expectations of part-time instructors

**Compensation**

$38.00 to $42.00 per instructional hour, based on experience. This is a part-time position with the potential for additional hours through tutoring, substitute teaching, and positive student feedback

**Work Schedule & Hours**

* Two or more weekday evenings from 6:00pm to 8:30pm
* This position averages two classes per week, each lasting 2 hours with an additional 30-minute office hour requirement
* Courses are typically offered as 12-week semesters, with heavier course loads during fall, winter, and spring terms
* Opportunity to acquire additional working hours by substituting for colleagues, tutoring individual students, partaking in workshops, and by receiving positive feedback from students through our departmental surveys

**How to Apply**

Interested candidates should submit a cover letter, resume/CV, and three professional references to Kelsey Bardon, Director of Language Education ([**language@gaimn.org**](mailto:language@gaimn.org)**)**. For more information about the GAI, please visit [***www.gaimn.org***](http://www.gaimn.org)

**Equal Opportunity Employment**

The Germanic-American Institute is committed to acknowledging, addressing, and dismantling practices which impede progress. We are actively seeking a diverse pool of candidates, and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation, or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment. EEO/W/M/Veteran Disability