



St Giles International is seeking a Center Director to run its San Francisco Center, a well-established English USA member school, accredited by the CEA.

Applicants must have strong educational background with min. CELTA, and MA in TEFL or equivalent. The successful candidate will possess proven leadership skills, business acumen and a strong grasp of academic management.

The Center Director is responsible for:

- Overall management of office and academic administration
- Recruitment and monitoring of administrative and academic staff (with Director of Studies)
- Developing and monitoring courses and facilities
- Financial management including budgeting and monitoring of expenditure
- Producing and implementing ideas for improvements Maintaining CEA accreditation and upholding standards

Terms and full job description supplied upon application.

Start Date: February/March 2017

Application: Please send Resume/CV and Cover Letter to Mark Lindsay, CEO, at cv@stgiles.co.uk

For further information, visit our website: www.stgiles-international.co.uk