



Listening. Learning. Leading.



2012 ETS Summer Institute English Language Learning Internships

Educational Testing Service (ETS) in Princeton, N.J., is now accepting applications for summer interns for our English Language Learning (ELL) program.

POSITION DETAILS: The ELL summer internship program will begin on July 9 and end on August 17. Interns are required to work for the entire six weeks. Interns are paid \$25/hour and work a 40-hour week, 8:30-5:00, Monday through Friday. There is no overtime and no weekend work. All work is conducted at our Princeton office at the intersection of Carter and Rosedale Roads in Princeton, N.J. Interns must arrange their own housing and transportation.

JOB RESPONSIBILITIES & REQUIREMENTS: ELL interns will produce materials for use on large-scale, high-stakes standardized tests of English language proficiency. Such work might include writing questions that test knowledge of grammar, vocabulary, and reading comprehension; creating conversations and talks that test listening comprehension; and developing scenarios and prompts that allow test takers to demonstrate their writing and speaking skills. Interns will work on one section (one skill) of one test: *Test of English as a Foreign Language*[™] (TOEFL®), *Test of English for International Communication*[™] (TOEIC®), or K-12 language assessments. Six test sections are hiring for summer 2012, and there will be multiple hires for each section. The work is intellectually challenging and rewarding.

All interns must have excellent writing skills. The work requires verbal precision and sensitivity to nuance, analytic skill, attention to detail, and receptiveness to instruction. Interns must have a very high degree of fluency in English but do not need to be native speakers, nor do they need to be U.S. citizens. TOEFL, TOEIC, and K-12 English language assessments are global measures, so ETS actively seeks candidates who can bring diverse experiences and perspectives to the work. The ELL summer internship workforce includes undergraduate students, graduate students, and teachers.

APPLICATION PROCEDURE: Applying for an ELL summer internship is a **two-step process**:

1. Submit an online application on the ETS Careers Web site at <http://ets.pereless.com/83080/internships.html>.
2. Each of the six test sections hiring for summer 2012 is associated with a specific work sample. Complete and submit a separate work sample for each ELL internship position of interest. Directions for completing and submitting your work sample(s) are located at www.ets.org/ell/internship.

You must complete **both** steps of the application process by **Sunday, March 25, 2012**. Applicants are selected on the basis of their performance on the work samples. Work samples will be evaluated in April, and you will be notified of your status by April 30th. For questions, please contact Elizabeth Jenner, ELL Summer Institute Coordinator, at ejenner@ets.org.