2016 ETS English Language Learning Summer Institute

Thank you for your interest in an internship with the ETS English Language Learning (ELL) Summer Institute. This page provides all of the information you will need to apply.

Position Overview

ELL summer interns will produce materials for use on large-scale, high-stakes standardized tests of English-language proficiency. Each intern will work on one of the following:

- **TOEFL iBT® Test**
  - The TOEFL iBT test is taken by nonnative speakers of English who are planning to apply to a college or university in an English-speaking country.

- **TOEIC® Tests**
  - The TOEIC tests are taken principally by people who need to communicate with both native and nonnative speakers of English in the context of the global workplace.

The test development work is intellectually challenging and rewarding. The work may include:

- writing items that test knowledge of grammar, vocabulary and reading comprehension
- identifying academic texts that are suitable for testing reading comprehension
- creating conversations and talks that test listening comprehension
- developing scenarios and prompts that allow candidates to demonstrate their speaking or writing skills

Program Details

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<tr>
<th>ELL Summer Institute Start and End Dates</th>
<th>July 11 through August 19</th>
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<tr>
<td>Position Type</td>
<td>Paid. Interns will receive attractive compensation.</td>
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<tr>
<td>Location</td>
<td>ETS Rosedale campus in Princeton, New Jersey</td>
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<td>Schedule</td>
<td>Monday–Friday, 8:30 a.m.–5 p.m.</td>
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<td>Accommodations</td>
<td>Interns must provide or arrange their own housing and transportation.</td>
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<td>Application Deadline</td>
<td>Sunday, March 27, 2016</td>
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Job Requirements

The TOEFL iBT and TOEIC tests are global measures, so ETS actively seeks candidates who can bring diverse experiences and perspectives to the work. 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. Non-U.S. citizens must have appropriate work visas.

All interns must have excellent writing skills. The work requires:

- verbal precision and sensitivity to nuance
- analytic skill
- attention to detail
- receptiveness to instruction

Additionally, interns must be able to:
• work well individually and collaboratively
• carefully consider constructive feedback
• manage their time effectively to meet targets

The ELL summer internship workforce includes undergraduate students, graduate students, teachers and professors.

TOEFL iBT test interns come from a wide range of academic backgrounds. Each test section requires slightly different skills.

- **TOEFL iBT Reading** test interns must be able to identify academic texts that are suitable for testing the reading comprehension skills of college applicants whose native language is not English; these texts should come from a variety of disciplines. An ability to succinctly and accurately summarize background information and explain technical terminology is also required.

- **TOEFL iBT Speaking** test interns must be able to identify topics that are familiar to and suitable for EFL/ESL students, and be able to create assessment material that will generate well-developed spoken responses.

- **TOEFL iBT Writing** test interns must have the ability to read source texts on a variety of academic topics accurately and analytically and, based on those readings, formulate clear arguments and counterarguments.

TOEIC test interns must have strong knowledge of English grammar and vocabulary usage. While not required, experience in an office or other business setting is likely to be an asset for TOEIC test interns. Background in second language learning is preferred.

**How To Apply**

Applying to the ELL Summer Institute is a two-step process:

1. Each of the test sections hiring for the summer is associated with a specific work sample (see below). **Complete a separate work sample for each test section for which you would like to be considered.**
2. If you do not already have one, create an ETS application account. Log in to your account and fill out or update the required data. Then upload a cover letter, your résumé or CV, and each completed 2016 work sample you would like to submit for review. We prefer Word documents, not PDFs. Make sure all documents contain "2016" in their titles before uploading them. Upload your documents only one time each. Log out and log back in to see that your documents were uploaded.
   - Title a cover letter with your first and last name plus "Cover" and the year "2016" (example: Jane Doe Cover 2016).
   - Title your résumé or CV with your first and last name plus "CV" and the year "2016" (example: Jane Doe CV 2016). (Although you have the option to paste the contents of your résumé or CV into a field, we prefer that you upload a copy. You can leave that field blank.)
   - Documents which are not properly titled will not be reviewed.
   - **Please note:** If you submitted an application in the past, you will already have documents, such as a résumé or CV, attached to your account. You cannot remove them. Upload your most recent versions as stated above; we will only look at versions that contain "2016" in the title.

You must complete the two-step application process by **Sunday, March 27, 2016**. Applicants are selected mainly 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 29.
Work Samples

TOEFL iBT Test

- TOEFL Reading work sample (Word)
  - TOEFL Reading task 2 source material (PDF)
- TOEFL Speaking work sample (Word)
- TOEFL Writing work sample (Word)

TOEIC Tests

- TOEIC Listening work sample (Word)
- TOEIC Speaking & Writing work sample (Word)

Testimonials

Learn what previous interns think about the program.

Contact Us

If you have questions concerning the work samples or your application to the ELL Summer Institute, please contact Strategic Staffing Consultant Monica Hopkins.

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