



# Universidad Tecnológica de la Mixteca

*Position Information, for Centro de Idiomas Language Teachers*



Thank you for your interest in working at UTM. We are looking for a qualified German teacher with experience living and working or studying in Germany. Please also note that your qualifications should be apostilled for immigration purposes (please refer to the links in the “Apostilles and Visas” section for more information).

## Requirements

Some sort of qualification, a degree or teaching qualification and native or C1+ level of German. You should also be able to speak either English or Spanish initially, and be willing to learn Spanish in order to communicate with the university administration and people in the community.

Aside from providing quality instruction to students, the department focuses on professional development and we are looking for motivated, self-starters who are willing to help grow our new German program and participate in other university activities.

## Our Institution

The Universidad Tecnológica de la Mixteca (UTM) is located in Huajuapán de León, a city of about 80,000 people in the northwest corner of the state of Oaxaca, in southern Mexico. UTM is part of the Oaxacan System of State Universities (SUNEO), which operates 10 universities throughout the state of Oaxaca. As Oaxaca is considered to be one of the most economically disadvantaged states in Mexico, SUNEO's mission is as follows:

*To transform Oaxacan society from its low socio-economic standing into an educated, skilled, creative, productive, prosperous and proud 21st century community with economic opportunities for all people.*

UTM was established in 1990 and offers five-year degree programs in twelve areas, including computer, electronic and mechatronic engineering as well as business administration. The university also offers graduate study programs. Most of UTM's 1800 students come from communities within the state of Oaxaca. Many come from modest economic backgrounds and are the first in their families to attend university. The institution has a very good reputation nationally, and its students have won various international academic competitions.

Our campus is about three kilometres from the centre of Huajuapán on a hillside providing lovely views of the surrounding mountains. The university can be reached by shared taxis (known as *colectivos*), currently costing 6 pesos each trip.

## Our Language Programs

All our students take English as a required subject up to the C1 level. Our Business students also study 4 semesters of Mandarin Chinese and German is taught to our Automotive Engineering students. It is important that students also learn the basics of German culture and work culture as they aspire to work for German Automotive manufactures here in Mexico. We have heard from graduates that knowing basic German helps them stand out for these jobs and German classes are often required to move up in the companies as engineers are often sent to continuing training courses in Germany. Students will have German classes five days a week for 50-minutes a day after having passed at least B1 level in English. The department has a multimedia language lab with 30 computer stations and a self-access lab with 34 computer stations, as well as a library. The university uses both Moodle and GSuite as learning support platforms.





During the confinement for the Covid-19 pandemic classes were mixed between synchronous live sessions on Google Meet and asynchronous work on the Moodle

The Centro de Idiomas is made up of 15 English teachers, two Mandarin Chinese teachers and one German teacher, all from various countries. The department is supportive and collegial, and in constant development. This is a place where all teachers have the opportunity to develop professionally. While some teachers stay here for just a few semesters, we do have a number of teachers who have been with us for five, ten or more years.

Working hours are Monday to Friday from 9:00 a.m. to 2:00 p.m. and 4:00 to 7:00 p.m. These are typical working hours in Mexico, and most university employees return home for their two-hour lunch or have lunch at one of the many eateries near the university. Each teacher is responsible for between three and five classes a day. Classes meet daily for 50 minutes and class size ranges from 15 to 40 students. Teachers also hold office hours for students who need extra help. The remainder of the workday is devoted to lesson-planning and program development, homework marking or other departmental projects (see “Professional and Community Development” below). We also encourage teachers to share their knowledge and expertise through workshops and teacher training sessions organised periodically by the department.



## Professional Development

This is a tenure-track position. Teachers will be offered tenure after successful completion of a year-long temporary contract, divided into two six-month contracts. Each six-month contract is renewed pending successful completion of observation and evaluation by a panel of two tenured teachers. The department goal is for observations to be a productive process which helps teachers become aware of what they do well in class and outside of class and also what they could improve on. Ultimately, this process is an opportunity to engage in professional development.

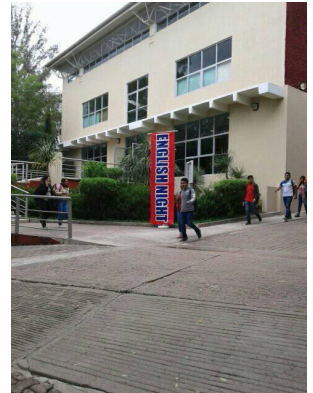


After successful completion of two temporary contracts, there is a *definitividad* process that involves observations by a review panel of three tenured professors, and a short paper on an ELT-related topic. If *definitividad* is approved, teachers enter into a permanent contract.

The mission statement of the UTM Centro de Idiomas is as follows:

*The Centro de Idiomas is a vibrant centre of learning composed of language professionals dedicated to assisting students in becoming globally competitive in academic and professional spheres through language study and cultural exchange which is inherent in that study, whilst making on-going contributions to our programme, profession and local community through research and development projects.*

Teachers have the opportunity to contribute to department-related activities outside of day-to-day teaching and class preparation. In the interview we can talk about the possibilities, and what you can add in this area.



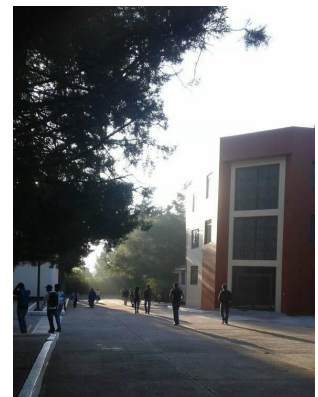
## Salary and Benefits

The visa application process involves first presenting the required paperwork to initiate the process in the Mexican Consulate or Embassy outside of Mexico, which would include an “offer letter” from the employer in Mexico. On arrival at UTM, you will be required to complete all paperwork for your employment and the visa application process to have legal working status in Mexico. This is done at the immigration office in Oaxaca’s state capital. The university helps with this process, but all costs must be covered by the teacher (about 4500 pesos)

Please note that the university does not pay for travel expenses, housing or visa applications (initial or renewals). In line with Mexican immigration law, employees need to have completed the full immigration process in Oaxaca City before officially starting work at UTM. This process can take as little as 3 days, or as long as 4 weeks after arriving in Huajuapán and candidates need to cover their own living expenses during this process. Also, note that teachers are not on the payroll until their visa is cleared, and the first payday comes about two weeks later. During this time you will have to rent an apartment, which usually includes a month’s deposit and the purchase of some furnishings. See the housing section for more information.

Take-home is around \$18,500 Mexican pesos per month depending on qualifications and experience. Actual salary fluctuates with the number of days in the month. This is a very good living wage by local standards, but teachers who are trying to pay off loans in a foreign currency may struggle to make their payments.

Other benefits include an optional fund-matching savings plan, a



Christmas bonus, registration in the Mexican Social Security program (health, mortgage, and childcare benefits), a government sponsored pension plan (AFORE), similar to the US 401K pensions, and life insurance. The university has five weeks' paid vacation a year. Two weeks are at Christmas, one week at Easter, and the other two weeks are at the end of July. There are also various national holidays, providing for long weekends throughout the year. There are also opportunities to take extra unpaid time off when there are no classes or exams.

## Housing

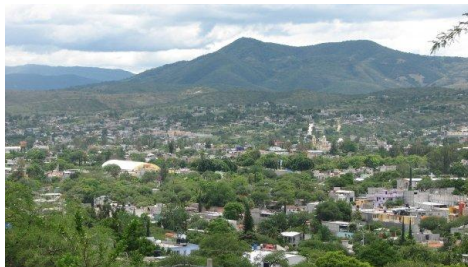
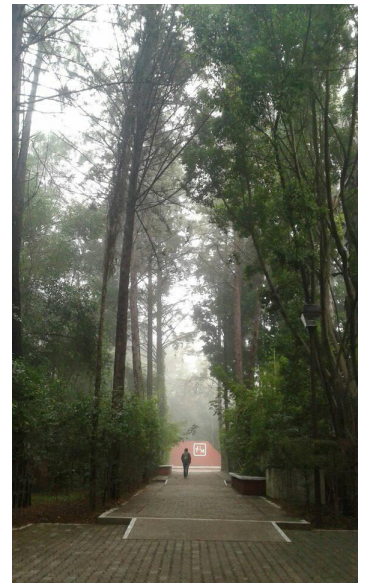
Housing is not paid for by the university. Most foreign teachers live in rented rooms, apartments, or houses in town, but there is also an option to live on campus. Housing is varied and so are the prices. Teachers pay from \$1,500 MXN to \$2,500 MXN for rooms with a private bath, and \$2,500 MXN to \$4,000 MXN for apartments or houses. Finding a place requires some footwork, and we are happy to help you in your search. Expect some apartments and houses to come completely unfurnished, while rooms usually come with a bed, small table and chair. As “unfurnished” usually means that apartments only come with a kitchen sink, here are some approximate costs of household items (in pesos):

Second-hand Small Refrigerator \$1500+ New Refrigerator \$3000+ Two-burner Gas Stove \$300+ Gas tank \$800+ Bed Frame \$1200+ Mattress \$1000+ Basic Wooden Table \$350+ Basic Wooden Chair \$50+

## Huajuapán de León

Huajuapán is a small, rapidly-growing city in a valley of a mountainous region at an elevation of about 5,000 feet (1600 meters). It is a centre for commerce for the surrounding communities. It is between Puebla City, four hours to the northwest, and Oaxaca City, two and a half hours to the southeast. We are located about six hours from Mexico City. Though few foreigners visit Huajuapán, the community is welcoming and helpful.

Although there is little of the colonial architecture that Oaxaca City is known for, Huajuapán has many attractions



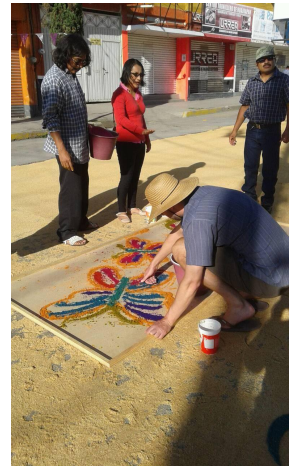


including an attractive tree-lined plaza with bars, cafés and restaurants (most with good Wi-Fi access), several outdoor swimming pools, a cinema, an archaeological site, a museum and a cultural centre. Although small, Huajuapán is very lively and the town has regular fairs and parades. In

addition to the traditional markets in Huajuapán, there are also other, more modern shops, including supermarkets and small department stores.

There are various after-work clubs on campus and around town, for example movies, chess, music, astronomy and sport. For the athletically-inclined, as well as the swimming pools, there are also several local gyms offering weights and a variety of classes, including yoga, pilates and spinning. Hikers and mountain bikers also enjoy exploring the semi-arid countryside or visiting nearby small towns. There are very few foreign residents in town, so it's perfect for those keen on improving their Spanish.

Good places for weekends away include Oaxaca City and Puebla, and Huajuapán is also a short drive from many other sites of interest including El Boquerón canyon, the lake at Yosocuta, the natural pools in Tamazulapam, the 16th century former convent in Yanhuatlán and the open chapel in Tepescolula.



## Weather

You will need both lightweight and warm clothes as the climate ranges from hot to rainy to cold, depending on the season. While it does not reach freezing temperatures at night, there is no central heating and construction is typically concrete, so it is important to bring sufficient warm clothes for the rainy and winter seasons. In more concrete terms:

December and January are the coldest months with overnight lows around 3-5°C (35-40°F) and midday highs about 15-20°C (60-70°F). April and May are the hottest months with highs of around 35°C, (95°F) and lows down to 10-15°C degrees (50-60°F) overnight. In February, March, October and November the weather can be pretty close to perfect. The rainy season is from mid-June to September/October. There is very little rain the rest of the year. The landscape is semi-arid, with a lot of cacti and small trees. The surrounding countryside turns green in the



rainy season, and it stays this way until late December, after which it dries out.

## Dress Code

The university dress code is casual but smart - teachers should be comfortable but look professional. Mexicans place a lot of importance on looking well groomed, and the university promotes a professional image. There is no need to wear formal business wear, but you should dress for work, not the gym, the beach, or a night out. Hair should be in a tidy style. Clothes should be in good condition, no rips or tears. Women's clothes should not be revealing. No shorts for men or women. Jeans are permitted but should be clean and with no holes or tears in them. You should not wear flip flops, sandals are okay but should be of a formal design.

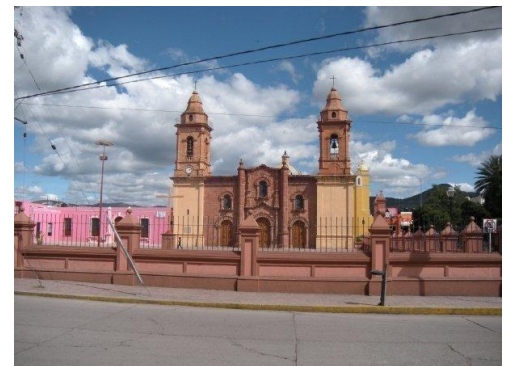
## Apostilles and Visas



As of the 2012 immigration reform in Mexico, you can no longer enter Mexico on a tourist visa and convert to a work visa. The visa application process to work in Mexico is now to be initiated in your home country (or country of residence) with an offer letter from your potential employer. If approved, you are granted an entry visa for Mexico. The process is then completed in Mexico requiring three visits to the Oaxaca immigration

office. Typically, a veteran staff member from the Centro de Idiomas will assist new teachers with completing paperwork and accompany new hires on their initial visit to the Oaxaca immigration office. At the time of writing, the Temporary Resident Visa cost is just over \$4,500 MXN for the first year. It is then renewed annually at additional cost. Costs are covered by the new teacher.

The requirements for visas vary depending on citizenship, but Immigration will require an apostilled copy of your highest academic degree. For candidates with a Bachelor's degree, Immigration will require your BA/BSc degree PLUS an apostilled copy of your teaching certification. For candidates with a language-related Master's degree, only an apostilled copy of the Master's certificate is required. Documents MUST be apostilled and the visa process initiated BEFORE you leave your home country.



You should also plan to bring a simple copy of your birth certificate and copies of all of your academic transcripts, as immigration officials sometimes like to check these. Transcripts do NOT need to be apostilled. Some documents, however, may require translation into Spanish by an official translator after arrival in Mexico.

The apostille process varies from country to country and may take some time to complete. There are numerous websites, both country and state specific for additional information.

The official Mexican Government website is [www.inm.gob.mx](http://www.inm.gob.mx). There are also some websites now, many country-specific, offering information on new visa requirements.

## Additional Resources

The university's web page ([www.utm.mx](http://www.utm.mx)) has many photos of our campus and the surrounding area. Please also check [our Facebook page](#) complete with pictures of the campus, community, classes and staff. Current and former staff references are available upon request should you be interested in contacting them with questions. [Google Maps Photos](#) of Campus.

And there are many [Video Tours of Huajuapán de León, Oaxaca](#) on YouTube.

