

Habib University
Job Description

Position Title	Summer School Instructor
Department	EHSAS Center

Scope of the Position
Summer School Instructors will provide classroom instruction for university level writing or math for incoming first-year students at Habib University. This role will require the individual to develop level-appropriate lesson plans, instruct students from a variety of diverse backgrounds, and prepare students for their first semester as a student at Habib University in Karachi, Pakistan. S/he will need to create an open, welcoming, and helpful environment for students through their actions and activities.

Summary of Key Functions
<p>Key Responsibility & Duties :</p> <ul style="list-style-type: none"> • Teach summer school classes in either English (writing, reading, and speaking) with a focus on World History, or Math/Physics. • Utilize appropriate assessment for assignments, grade and provide feedback to students based on performance on assignments. • Abide by and enforce relevant university policies, including those regarding academic integrity. • Provide structured classroom experience for students, utilizing developmentally appropriate classroom management techniques. • Work with other relevant academic and administrative staff to implement summer school program. • Other duties as assigned and appropriate.

Required Qualification, Experience and Skills	
Qualifications and Skills Required	<ul style="list-style-type: none"> • Bachelor's degree with 2-4 years of experience teaching. Master's degree preferred. • Demonstrated classroom teaching experience and teacher training. • Excellent oral and written English language communication skills. • Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously. • Possess strong interpersonal skills with the ability to work with others across departmental/divisional lines. • Experience working with students. • Experience working in an institution of higher education.

Habib University is a pioneering institution providing a rich liberal arts education to the youth of Pakistan, to create a generation of socially responsible and critically conscious individuals, who can bring Pakistan to the forefront not only economically and financially, but also intellectually. The University is being established in Karachi, Pakistan.

Habib University initiated classes in 2014 with 200 students, offering four undergraduate programs through the School of Arts, Humanities and Social Sciences and the School of Science and Engineering. The University is a modern learning space fully equipped with state-of-the-art research and teaching facilities in order to attract the best faculty from around the world.

Habib University Foundation (H.U.F.) is a not-for-profit organization, which commenced its work in 2007. H.U.F responds to existing gaps in the educational scenario of Pakistan, by supporting educational initiatives, research and innovation. It is focused on improving the status of education within the country by supporting research, planning and implementation of

innovative educational models. H.U.F. extends support at all tiers of education delivery within the country including higher education, vocational skill development, pre-tertiary education and research and advocacy.

To apply, send your resumes to recruitment@habib.edu.pk. Please mention the position that you are applying for in the subject line of your email.