



Job Description

Position Title	Instructor for SPLASH (Summer Program for Language Arts, Sciences, and Humanities)
Department	Office of Academic Performance
Reporting To	Director of Academic Performance and Summer Programs
Date	May 2016
Type of Position	Contractual

POSITION DESCRIPTION

SPLASH 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.

DUTIES AND RESPONSIBILITIES

- Teach summer school classes in either English (writing, reading, and speaking) or Math/Physics/Computer Science.
- 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 JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's degree in a related subject required. Master's degree preferred.
Required Experience	✓ At least two years' experience of planning classes and teaching high school students in the relevant subject field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Demonstrated classroom teaching experience and teacher training.	High
2.	Excellent oral and written English language communication skills.	High
3.	Well-developed skills for programmatic planning and leadership	High
4.	Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.	High

5.	Possess strong interpersonal skills with the ability to work with others across departmental/divisional lines.	High
6.	Flexibility and ability to handle multiple tasks simultaneously	High
7.	Flexibility in terms of working hours (Weekends, evenings, off days etc.) as needed	High