

Job Description

Position Title	English language Instructor for HU TOPS Summer Prep Program
Department	Office of Admissions
Reporting To	Director, Admissions
Date	April 2017
Type of Position	Contractual

POSITION DESCRIPTION

Habib University will offer a month long summer prep program to the applicants of HU TOPS. HU TOPS applicants belong to the Board of Intermediate Examination, Federal Board and Aga Khan University Examination Board and are currently studying in Intermediate Part II. The English language instructor for the HU TOPS Summer Prep Program will be responsible for developing a month long program to prepare students for the English component of HU Common Entrance Examination which include English reading comprehension, English Grammar and Essay writing. The instructor will also be responsible for conducting the classes as well as assessing student performance on an on-going basis.

DUTIES AND RESPONSIBILITIES

- **Developing the Content/plan for HU Summer Prep Program**
 - Developing the overall content/plan to be taught to the students, focusing on English reading, writing and grammar. The plan will also have the content to equip students with test taking skills and various forms of questions. The plan will be in writing and shared with the Office of Admissions prior to the commencement of the Program by end May 2017
 - Preparing in class and homework assignments
 - Selecting the reading material for the students
- **Conducting the Classes**
 - Conducting the classes of enrolled students in June
 - Ensuring active student engagement throughout the program
 - Developing alternative tools to bolster student skill set e.g. weekly book club / reading session to develop reading and critical thinking skills
- **Assessing the Students**
 - Designing assessment tasks to assess students' performance on an on-going basis
 - Grading the formal assignments
 - Providing feedback about each student to the Office of Admissions

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum qualification of a Bachelor's in English or a related subject required
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.	MS Office	High
2.	Good communication and counselling skills	High
3.	Well-developed skills for programmatic planning and leadership	High
4.	Ability to work well in a team	High

5.	Self-driven, mature and results-oriented individual	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