

## 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	April 2017
Type of Position	Contractual

### **POSITION DESCRIPTION**

SPLASH Instructors will provide classroom instruction for university level writing, Maths, Physics, Computer Science and/or Urdu 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.

### **DUTIES AND RESPONSIBILITIES**

- Teaching summer school classes in either English (writing, reading, and speaking), Math/Physics/Computer Science, or Urdu.
- Utilizing appropriate assessment for assignments, grading and providing feedback to students based on performance on assignments.
- Abiding by and enforcing relevant university policies, including those regarding academic integrity.
- Providing structured classroom experience for students, utilizing developmentally appropriate classroom management techniques.
- Working 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)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
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