Algonquin College – Kuwait (AC-Kuwait) is a branch campus of Canada’s Algonquin College and is Kuwait’s first and only Canadian college or university. AC-Kuwait opened in Fall 2015 in Al-Naseem and is expected to grow significantly over the coming decade. It is currently licensed to offer diploma-level programs in Advanced Technology, Business, and Media & Design and an English & Academic Foundations Program.

AC-Kuwait is seeking applicants for

**Chair – Academic (Diploma) Programs**

**Full-time/Permanent Position**

To manage the operations of the following schools and programs:

School of Advanced Technology
- Computer Programmer Diploma Program
- Internet Applications & Web Development Diploma Program

School of Business
- Business – Accounting Diploma Program
- Business – Management & Entrepreneurship Diploma Program
- Business – Marketing Diploma Program

School of Media & Design
- Interactive Media Design Diploma Program

See the following pages for

- Position Summary & Description
- Position Specifications (Qualifications)

- AC-Kuwait offers competitive salaries and benefits and operates in compliance with Kuwait Labour Laws
- Screening of applications will begin 27 March 2015 and will continue until all positions are filled.
- **To apply, please email a letter of application and CV to jobs@ac-kuwait.edu.kw and indicate the position you are applying for in the subject line of your email**
- We thank all persons expressing interest; however, only those invited for an interview will be contacted.
Chair, Academic (Diploma) Programs¹

Reporting directly to the College’s Academic Dean, the Chair, Academic Programs is responsible for contributing to the academic well-being and growth of Algonquin College - Kuwait (AC-Kuwait) and for providing academic and administrative leadership, supervision, support and direction to the faculty and staff in the Academic Programs. In consultation with Algonquin College (AC), the Chair plans, organizes and manages the Academic Programs and their courses and resources and ensures that they conform to both Kuwaiti and Canadian standards and requirements.

In consultation with the Academic Dean, the Chair, Academic Programs

- engages with a wide range of internal and external stakeholders – including appropriate representatives of AC - to design, develop and implement the Academic Programs’ plans and strategies related to academic achievement, innovation, quality assurance, performance management and enrolment management.
- contributes to AC-Kuwait’s development as a progressive and innovative academic institution and as a branch campus of AC by ensuring that all members of the Academic Programs team
  - are committed to academic excellence, continuous improvement, and quality assurance,
  - use the latest technologies, methods and approaches to engage students and create and maintain teaching/learning environments that are positive and supportive
  - act in accordance and compliance with College policies, procedures and standards.
- oversees all aspects of Academic Programs’ activities and performance including
  - developing annual business plans and budgets and monitoring, analyzing and reporting performance
  - ensuring that resources are allocated and available in an effective, timely manner
  - developing, acquiring and adapting/"Kuwaitizing" curricula and teaching/learning resources and ensuring compliance with AC’s standards and outcomes and appropriateness to AC-Kuwait’s students’ culture, learning styles and needs.
  - designing and delivering instruction, student evaluation, and applicant assessment, placement and advisement.
  - recruiting, hiring, orientating, training/developing, scheduling, assigning, supervising and evaluating faculty and staff
  - responding expeditiously to appeals and complaints from staff, faculty and students and, where appropriate, referring them to the Academic Dean
  - developing and implementing effective occupational health and safety programs
- instructs courses and acts as a resource to instructors on a regular and as-needed basis
- establishes local program advisory committees, organizes regular meetings and integrates their input into program content, design and/or delivery
- acts as an academic partner in the development, delivery and evaluation of Continuing Education and Contract Training programs, courses and workshops.
- demonstrably contributes to the success of the Academic Division by
  - actively participating as a member of the Academic Leadership Team
  - helping to develop, implement and monitor the Division’s strategic plan and goals
  - cooperatively allocating and managing resources and achieving and sustaining fiscal viability
  - participating in operational problem-solving and decision making activities
  - ensuring that the Academic Leadership team is informed about Academic Program issues and actions which may impact divisional operations

¹ Currently, “Academic Programs” includes diploma programs from the College’s Schools of Advanced Technology, Business, and Media & Design.
Chair, Academic (Diploma) Programs

Education
• Required:
  o Relevant earned Doctorate degree from a recognized English-language university
    (persons with Doctorate degrees in progress will be considered)
  o Master's degree, preferably in Business or Education
• Preferred:
  o TESL/TEFL, Microsoft Certified Trainer or ICDL Certified Trainer Certification

Experience
• Required:
  o Minimum of 3 years' management and 5 years teaching experience at the post-
    secondary, vocational or secondary level
• Preferred:
  o International experience in an English as a Foreign Language environment, especially in
    Kuwait or other countries in the Middle East or North Africa
  o Experience adapting Western curricula, learning resources and teaching methods to
    meet local needs
  o Experience training, coaching and evaluating teachers
  o Experience in an entrepreneurial private-sector education environment
  o Experience in an academic partnership/joint venture environment
  o Experience in an institutional start-up environment

Knowledge, Skills & Abilities
• Required:
  o Native or near-native English fluency
  o Strong interpersonal and intercultural communication and relating skills
  o Strong teaching skills and ability to effectively use educational technologies
  o Demonstrated ability to teach, coach/mentor & evaluate instructors
  o Strong planning, organizing, negotiating, problem-solving, and conflict resolution skills
  o Demonstrated ability to build, lead and motivate successful academic teams
  o Demonstrated ability to create and maintain teaching/learning environments that are
    positive, supportive, inclusive, innovative and learner-centred.
  o Demonstrated ability to develop realistic business plans and budgets, effectively manage
    quality, performance and risk, anticipate challenges, develop contingencies, tenaciously
    overcome barriers and obstacles, meet deadlines and achieve goals.
  o Ability to demonstrate honesty, integrity, and trustworthiness and establish and maintain
    strong, positive, trusting relationships with individuals and groups within and outside the
    College, including partner institution and academic leadership colleagues.
  o Demonstrated ability to develop curricula and learning resources, design instruction, and
    deliver high-quality education and training programs.
  o Demonstrated ability to be entrepreneurial, innovative and flexible.
  o Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing
    with challenging or difficult situations
• Preferred
  o Knowledge of Arab/Islamic culture. Fluency in Arabic would be an asset.
  o Knowledge of Kuwait education systems, institutions and challenges