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, as well as a comprehensive English & Academic Foundations Program.

Instructors Required

For Fall, 2016, AC-Kuwait is seeking applicants for

Instructors, Academic (Diploma) Programs

Full-time/Permanent and Part-time/Sessional positions

To teach within 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)
- List of Fall ’16 courses for which instructors are needed

- 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.
Instructor, Academic (Diploma) Programs

Position Summary
Reporting to the Chair, Academic Programs, Instructors facilitate students achieving the learning outcomes of their assigned courses and provide an effective learning environment for all students.

Position Description
In consultation with the Chair, for each course assigned, Instructors’ responsibilities include:

- analyzing the Algonquin College course outline/syllabus provided and modifying the course content, instructional design, and student learning and evaluation resources to ensure that
  - all aspects of course delivery are attuned to Kuwaiti culture, appropriate for Kuwaiti students and learning environments, and consistent with College values and strategies (e.g., Bring Your Own Device)
  - lessons are interactive, content is relevant, and students are engaged
  - evaluation is thorough and fair and assigned grades are defensible
- preparing and disseminating a course student information document to ensure student awareness of course schedules, learning outcomes, instructor expectations, and evaluation processes
- delivering lessons as per the assigned course schedule
- maintaining office hours as per the assigned schedule
- establishing and maintaining thorough and accurate student and class records and submitting grades and student/course records in a professional and timely manner
- establishing and maintaining a learning environment that is positive, supportive, engaging and success-focused
- making effective use of available resources including educational technologies and the College-approved Learning Management System
- evaluating student progress/achievement, providing students with timely and constructive feedback, and assuming responsibility for the overall assessment of student's performance
- providing students with tutoring and academic advising both in and out of class

Additionally, in consultation with the Chair, Instructors provide academic leadership, including:

- consulting with program and course administrators and other faculty members, advisory committees and a variety of potential employers and students
- defining learning outcomes and evaluating and validating these outcomes
- incorporating educational technologies to meet the learning needs of 21st Century students
- participating in the review and revision of curriculum as required and participating in professional development activities during non-teaching periods
- providing guidance to students and colleagues regarding teaching assignments
- participating in departmental/faculty committees and meetings
- liaising with community members, engaging in program and College promotion
- remaining current in the field of study and maintain awareness of emerging trends and practices related to teaching, learning in higher education and international education

1 Currently, “Academic Programs” includes diploma programs from the College’s Schools of Advanced Technology, Business, and Media & Design.
Algonquin College – Kuwait
Position Specifications

Instructor, Academic (Diploma) Programs

**Education**
- **Required:**
  - Relevant earned Master’s Degree from a recognized English-language university
- **Preferred:**
  - Relevant earned Doctorate Degree from a recognized English-language university
  - Relevant earned teaching/training qualification (e.g., TESL/TEFL, Microsoft Certified Trainer or ICDL Certified Trainer Certification)

**Experience**
- **Required:**
  - Minimum of 3 years’ professional experience and 1 year’s teaching experience at the post-secondary, vocational or secondary level
- **Preferred:**
  - International professional experience
  - International teaching experience in an English as a Foreign Language environment, especially in Kuwait or other countries in the Middle East or North Africa
  - Experience adapting Western curricula, learning resources and teaching methods to meet local needs
  - Experience in an entrepreneurial private-sector environment

**Knowledge, Skills & Abilities**
- **Required:**
  - Native or near-native English fluency
  - Strong interpersonal and intercultural communication and relating skills
  - Strong teaching skills and ability to effectively use educational and administrative technologies, including interactive white boards, learning management systems and Microsoft Office
  - Demonstrated ability to develop and adapt curricula and learning resources, design instruction, and deliver high-quality education and training programs.
  - Strong planning, organizing, and leadership skills
  - Demonstrated ability to work well independently and in a team
  - Demonstrated ability to create and maintain teaching/learning environments that are positive, supportive, inclusive, innovative and learner-centred.
  - 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 management and instructor colleagues.
  - Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing with challenging or difficult situations
- **Preferred**
  - Knowledge of Arab/Islamic culture. Fluency in Arabic would be an asset.
  - Knowledge of Kuwait education systems, institutions and challenges
# Academic (Diploma) Program Courses Requiring Instructors for Fall 2016

<table>
<thead>
<tr>
<th>Program(s)</th>
<th>Course Name</th>
<th>Course Duration in Hours</th>
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<tr>
<td>CP, IAWD</td>
<td>Achieving Success in Changing Environments</td>
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<tr>
<td>B-ME</td>
<td>Arabic/Islamic Culture - Introduction</td>
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<td>B-A, B-M &amp; B-ME</td>
<td>Business Computer Applications</td>
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<td>B-A</td>
<td>Business Law</td>
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<td>B-A, B-M, B-ME &amp; CP</td>
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<td>B-ME</td>
<td>Communications II</td>
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<td>CP &amp; IAWD</td>
<td>Computer Essentials</td>
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<td>CP &amp; IAWD</td>
<td>Computer Programming – Introduction</td>
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<td>CP &amp; IAWD</td>
<td>Database Systems - Introduction</td>
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<td>IMD</td>
<td>Design Foundations</td>
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<td>IMD</td>
<td>Digital Citizenship</td>
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<tr>
<td>IMD</td>
<td>Digital Graphics</td>
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<td>IMD</td>
<td>DSLR Photography - Introduction</td>
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<td>B-ME</td>
<td>Entrepreneurship and Innovation</td>
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<td>B-ME</td>
<td>Ethical Issues in Business</td>
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<td>B-A</td>
<td>Financial Accounting I</td>
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<td>B-M &amp; B-ME</td>
<td>Financial Information for Marketing</td>
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<td>Marketing for Management &amp; Entrepreneurship</td>
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<td>B-M</td>
<td>Marketing Foundations</td>
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<td>CP &amp; IAWD</td>
<td>Mathematics Fundamentals</td>
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<td>B-ME</td>
<td>Project Management - Introduction</td>
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<td>B-ME</td>
<td>Professional Selling</td>
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<td>IMD</td>
<td>Responsive Web Design</td>
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<td>B-M &amp; B-ME</td>
<td>Skills Transferable to Business</td>
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<tr>
<td>IAWD</td>
<td>Web Programming 1</td>
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