Job Position: Part-Time Discovery Course Instructor

All Kosovo regions (or able to travel to)

The A.U.K. is Kosovo's only private, nonprofit higher education institution which teaches entirely in the English language. It is also the single institution in Kosovo whose degrees are accredited and recognized world-wide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York. In partnership with the U.S. Agency for International Development in Kosovo, A.U.K is implementing the Transformational Leadership Program: Immersion and Public Service Courses. For more info, visit: www.aukonline.org/aupp

Description

We are hiring experienced, dynamic, and engaging instructors who have a strong interest in teaching/tutoring a Discovery class. The position requires professionals who can demonstrate strong work ethics and candidates who find teaching to be of interest to them. Preference is given to candidates with a flexible schedule and those who are willing to travel to other cities to deliver the scheduled training. All contracts are signed on a short-term base and compensation is hourly based (28.00€ - 30.00€ gross per hour). Please read course description below.

Qualifications

- BA/BS degree in Social Sciences, Humanities, or equivalent (Advanced degree is an advantage)
- Prior experience of teaching/tutoring (references an advantage)
- Proved experience in creating a dynamic and interactive classroom experience
- Personal US academic experience (please attach original report)
- Other preferred qualifications
    - Native English speaker or advanced academic proficiency in English
    - Teaching Certificate
    - Solid computer skills and ability to use online Learning Management Systems

Job responsibilities and expectations

Candidates are expected to:
- be energetic and engaging
- have excellent presentation skills
- moderate meaningful classroom discussions to generate critical academic thinking
- prepare lesson plans according to syllabi
- maintain a classroom atmosphere free of any form of discrimination toward gender, race, ethnicity, ability or sexual preference.
- maintain accurate record for daily attendance and student performance
- test, evaluate and provide – feedback to students regarding their academic performance and goals
- attend staff meetings and in-house workshops; i.e. participate in ongoing teacher training programs
- Partner with A.U.K. staff to consult on best teaching practices
- Become familiar with and adhere to A.U.K. policies and procedures
- travel to other regions (not mandatory, travel compensated by the program @0.35€ per Km)

How to apply:
Candidates can apply electronically at aupp@aukonline.org containing the following:
- Diploma, official test scores and year of exams, certificates, reference letters
- CV or resume (candidates are encouraged to submit a CV)
- Cover letter to explain how your qualifications, experience, and your professional portfolio fit the job profile and expectations

Application materials will be considered on **a rolling basis**. Applications submitted before **December 5**, 2014 will be given full consideration.

For more information please contact us at 038 608 608 ext. 600 | 049 774 112

Course description

The Discovery course is the last course of the series of courses which are part of the American University Preparatory Program (AUPP). The course is designed to introduce candidates to the United States higher education system, the American culture, diversity, and the general communication discourse. It tackles the importance of culture in our everyday lives and the ways in which cultures interrelate. It serves as a foundation to increase students' understanding of intercultural and multicultural communication and ultimately prepare them to deal with diversity as well as function both socially and academically in an increasingly diverse environment. Moreover, it provides students with study skills necessary to succeed in a US based higher education institution. The course focuses on fundamental research techniques, general academic writing standards, in-text citations and referencing using the American Psychological Association (APA) writing style, how to avoid plagiarism, effective time-management, critical and creative thinking, intercultural communication competence, presentation skills (public speaking), library research, note taking and time management.