

**Job Position: Part-Time**

**Microsoft Programming Courses Instructor**

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. For more info, visit: [www.auk.org/tdi](http://www.auk.org/tdi)

**Description**

We are hiring experienced, dynamic, and engaging instructors who have a strong interest in teaching/tutoring a **Microsoft Programming course**. 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 adapt upon request. All contracts are signed on a short-term base and compensation is hourly based.

**Qualifications**

- BA/BS degree in Computer Science & Engineering (Advanced degree is an advantage)
- Microsoft Certification ( MCP,MCT,MCSD,MS,MCTS)
- Prior experience of teaching/tutoring (references an advantage)
- Proved experience in creating a dynamic and interactive classroom experience
- Other preferred qualifications
  - Native English speaker or advanced proficiency in English
  - Teaching Certificate
  - Computer skills and ability to use online Learning Management Systems
  - Personal experience in taking the Microsoft Programming Certification (please attach original report)
  - Preferably holder of Microsoft Certified Trainer credentials

**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

**How to apply:**

Candidates can apply electronically at [evhapi@auk.org](mailto:evhapi@auk.org) containing the following:

- Diploma, official certification, 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 25, 2015, will be given full consideration.

For more information please contact us at 038 608 608 ext. 608 | 049 116 115