

Job Position: Part-Time

## **Business English Course Instructor**

### **Description**

**A.U.K Training and Development Institute** is hiring experienced, dynamic, and engaging instructors who have a strong interest in teaching/tutoring a **Business English 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.

RIT Kosovo™ (A.U.K) is the 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) .

### **Qualifications**

- MA in English Language
- Prior experience of teaching/tutoring (references an advantage)
- Proved experience in creating a dynamic and interactive classroom experience
- Other preferred qualifications

### **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 syllabus
- 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 RIT Kosovo™ (A.U.K) staff to consult on best teaching practices

- Become familiar with and adhere to RIT Kosovo™ (A.U.K) policies and procedures

**How to apply:**

Candidates can apply electronically at [jgashi@auk.org](mailto:jgashi@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 March 3<sup>rd</sup>, 2017, will be given full consideration. For more information please contact us at 038 608 608 ext. 608 | 049 774 110