A.U.K Training and Development Institute
Part Time vacancy
Leadership & Management Courses Instructor

A.U.K Training and Development Institute is seeking a well-qualified, experienced, dynamic, and engaging instructor who has a strong interest in teaching/tutoring a Leadership & Management 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
Minimum qualifications:
- MBA/MA degree (or equivalent) in Management/Leadership Management
- Prior experience of teaching/tutoring (references an advantage)
- Prior experience in Management and Leadership consultancy
- Proved experience in creating a dynamic and interactive classroom experience
- Other preferred qualifications
- Experience in training and consulting local and international companies

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 A.U.K – TDI staff to consult on best teaching practices
- Become familiar with and adhere to RIT Kosovo A.U.K- TDI policies and procedures

How to apply:
Candidates can apply electronically at jgashi@auk.org. The application should contain 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 August 5th, 2016, will be given full consideration. For more information please contact us at 038 608 608 ext. 608 | 049 774 110.