

Position Description

Position	Lecturer in Arabic
Organisation	Al Mustapha Institute of Brisbane
Location	Brisbane, Australia
Full time / Part time	Part time
Duration	1 year contract - opportunity to extend
Reporting to	Executive Board
Salary per annum	Rate / hour based on knowledge and experience*
Closing date	14 December 2016

Job Summary

Al Mustapha Institute seeks a highly motivated and experienced Lecturer in Arabic. This position will develop and deliver Arabic courses that include Classical and Modern Arabic language and Arabic Grammar, including Sarf and Nahw.

The candidate we require must be energetic, demonstrate enthusiasm and a genuine commitment to achieving positive outcomes for students. The candidate needs to be an excellent communicator, and experienced at developing and delivering training and assessment.

Responsibilities

Teaching and Learning

Use a variety of teaching methods and provide student support services to motivate, inspire and empower. Where appropriate to the discipline this may include:

- Provide training and assessment of a variety of Arabic courses at a range of levels
- Plan and review teaching methods
- Develop program proposals and make substantial contributions to the development of the Institutes educational scope
- Disseminate appropriate practices through suitable media
- Develop and supervise projects to enable students to gain practical experience.

Administration

- Contribute to the administration of research and development, and teaching
- Make a major contribution to administrative activities within the Institute (e.g. working groups)

Qualifications, Knowledge, Experience and Skills Required

Essential Qualifications and Knowledge

- A higher degree in Arabic or equivalent qualification
- Demonstrated knowledge of training methods, course development and disciplinary culture

Desirable Qualifications and Knowledge

- A higher degree in education / training and assessment

Experience

- Excellence in teaching with the ability to contribute to teaching in a wide variety of Arabic disciplines at both undergraduate and postgraduate levels
- Extensive experience and demonstrated success in developing appropriate approaches to learning and teaching
- Proven ability to develop, deliver, assess and revise training programs
- Experience and success in knowledge transfer and providing students practical experience to improve employability

Skills

- Skills in managing, motivating and mentoring others successfully at all levels
- Ability to access and organise resources effectively
- A commitment to working flexibly and sensitively in a community environment
- Advocacy and networking skills
- Excellent written and verbal communication skills
- Excellent interpersonal and team-building skills
- A strong work ethic with a collaborative team approach
- Well-developed planning, time management and organisational skills.

*Imperative requisite to fulfill this vacancy

The successful candidate would be required to enter into an employment contract that includes a performance agreement.

To Apply

For further information or to apply for this position email info@almustapha.org.au

All applications must include a cover letter and a resume including three current references.