

PREPARATION YEAR PROGRAM

Function of the Employing Unit:

The Preparation Year Program of Prince Mohammad Bin Fahd University (PMU) is a comprehensive 2-3 semester academic preparatory program, comprised of sequenced classes in English as a Foreign Language (EFL), Study Skills and Learning Strategies. The program is fundamental to the nature of PMU. In this intensive year of study, students will receive the solid academic grounding – especially in English – that will enable them to succeed in the intellectually rigorous atmosphere that PMU will create in its degree programs. The purpose of the program is to prepare students for success in the English-medium environment of PMU by developing strong skills in academic reading, writing, speaking, listening, researching, computing and presenting.

Position Purpose:

We seek candidates who can teach the English language skills and provide high quality teaching that is technology-based.

Duties and Responsibilities:

In addition to the primary teaching responsibilities for the department's academic courses, the responsibilities include curriculum development, updating and modifying course syllabi, planning in-class team activities, constructing student assessments, preparing examinations, keeping grade records, supervising language laboratory sessions, holding regular office hours and other standard non-teaching duties such as institutional and professional services.

Qualifications:

English Courses: Successful candidates will preferably hold a masters degree or higher in English, EFL, and/or communications, or a related field in the Arts with TESOL certification and has had successful experience teaching English. Familiarity with TOEFL competencies and/or CAL is a plus.

Study Skills: Must hold a bachelor or masters degree or higher with experience teaching the Study Skills courses along with TOEFL and/or DynEd.

Work Environment:

Positions are open in two environments –

On-campus: Standard academic environment in a technologically-infused campus aimed primarily at high school graduates in which faculty will report to the department chair of the Preparation Program.

Off-campus: Located in the English Language Institute (ELI) this staff position caters primarily to corporate training, reporting directly to the Chair of the Preparation Program in coordination with the Business Development Manager.

Applications must include a letter of interest, curriculum vita, the names, addresses, phone numbers, and email addresses of at least three professional references. Review of applications will begin immediately and continue until the positions are filled. Please send application materials, via email, clearly stating the position applied for to:

Muniba A. Khan
Recruitment Officer
Human Resources: mkhan@pmu.edu.sa Tel: +966-38499728
For further information visit the website` at www.pmu.edu.sa