

Preparatory English Language Program

Function of the Employing Unit:

The Preparatory English Language Program of Prince Mohammad Bin Fahd University (PMU) is a comprehensive, three-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 the 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 the PMU will create in its degree programs. The purpose of the program is to prepare students for success in the English-medium environment of the PMU by developing strong skills in academic reading, writing, speaking, listening, researching, viewing, computing and presenting.

Position Purpose:

For this position, we seek a technology-savvy candidate who can teach the 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 of the position include academic advising, curriculum development, selecting texts, preparing 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:

A doctoral degree in TESOL, Education, Communication, Educational/Instructional Technology, or Composition is preferred. Masters' degree holders with at least 18 graduate semester hours in the discipline in which they teach would also be considered.

Work Environment:

Standard academic environment in a technologically-infused campus.

Applications must include a letter of interest, curriculum vita, the names, addresses, phone numbers, and email addresses of at least three professional references.