

Job Description

Position Summary

The role involves managing students in assigned courses by facilitating learning, addressing academic queries, conducting live sessions, grading assignments, and ensuring timely communication. The position also includes responsibilities related to curriculum support, assessment design, and academic engagement across various platforms.

Key Responsibilities

Roles and responsibilities:

1. Manage group of students in the assigned courses.
2. Familiarize oneself completely with course(s) curriculum.
3. Make timely and relevant announcements via the course news of any and all updates and/or changes to the courses.
4. Monitor and reply in the student's forum in assigned course(s) on a daily basis i.e. within 24 hours on working days.
5. Attend to student queries through phone calls during the assigned working hours in a day.
6. Respond to student emails related to course content or assignment queries on a daily basis
i.e. within 24 hours of a working day.
7. Engage the students by posting supplemental material, higher level thinking questions and research questions in the forum.
8. Conduct two weekly live revision sessions for teaching and clarifying any student queries related to the course.
9. Grade students' research-oriented assignments of the assigned course and provide motivating, timely and constructive feedback for the same. The deadline of grading research assignments will be provided by the Faculty Manager.
10. The second party is required to finish all the grading before the set deadline.
11. Check content and language errors in the MCQs of module tests, midterm, and final exam papers.
12. Meet the deadlines assigned by the Faculty Manager to submit the MCQ(S) for the courses.
13. Identify any live session which needs replacement and record the replacement sessions.
14. Submit or help/guide students to submit at least one short essay (300 words) per semester for IOU's magazine INSIGHT.

15. Encourage and guide students to write research papers for IOU's academic journal.
16. Host IOU Live on social media page if asked by the marketing department.
17. Complete the tasks related to any recirculation, curriculum design and/or curriculum renewal linked to the assigned course(s)/module(s).
18. Design assessments and grading rubrics/guidelines as required by the course(s) / module(s). The assessments include the setting and manual grading of open-ended questions for examinations.
19. Complete assessment moderation of other courses / modules, as determined by the Head of Department. Moderation will entail reviewing the standard of designed assessments of other courses/modules, and moderating 10% of graded assessments. For each stage of moderation, the moderator will draft a report on the moderation completed.

Required Qualifications & Skills

1. Educational Background

- Ph.D. in Arabic language or at least Master's Degree in Arabic Language from an accredited university,

2. Experience

- Minimum 5–10 years of academic experience in teaching Arabic Language.
- Proven research and publication track record in Arabic language, or related fields.
- Experience in curriculum development, student supervision, and academic administration.

3. Skills & Competencies

- Arabic native speaker
- Very good background in English
- Strong leadership and strategic planning skills.
- Excellent in using computer skills
- Excellent teaching, research, and publication capabilities.
- Ability to mentor student's their professional growth.
- Exceptional communication, organizational, and problem-solving abilities.

Job Title: Arabic language Instructor

Job Type: Contractual

Closing date: 15 June 2025