

POSITION DESCRIPTION

TITLE: Teaching Assistant

IMMEDIATE SUPERVISOR: Head of Department

DEPARTMENT: Academic

FUNCTION: To provide support to academic staff in all areas related to program delivery and assessment assisting in the smooth operation of the department and to engage in teaching-related research activities.

PRIMARY TASKS:

1. Help in preparing exams, tests, assignments and in invigilating examinations
2. Assist in classroom organization, preparing materials and resources where appropriate.
3. Support and supervise activities organized by the leads instructor
4. Observe students' academic performance and behavior and update academics on their progress
5. Discuss assigned duties with classroom academics
6. Assist academics with the development of support materials when required.
7. Maintain students records and carry out administrative tasks where relevant
8. Supervise students at work on projects In liaison with academics
9. Attend all staff meetings and recommended training programs and conferences
10. Conduct research of relevance to teaching activities; to gather analyze and present data of relevance to staff and students and to teaching activities in general.
11. Other duties as requested by the Head of Department.

DIRECTION/SUPERVISION RECEIVED: General direction is provided by the Head of Program

SELECTION CRITERIA:

Essential:

Microsoft office skills
Ability to communicate in a concise and effective manner
Ability to understand and follow instructions precisely
Ability to exercise tact, discretion and confidentiality
Fluent written and spoken Arabic & English Language proficiency
Excellent personal presentation and grooming
Excellent work ethic

Desirable:

Experience of working with students/learners