

## Job Posting

<b>Job Title:</b>	<b>Language Studies Curriculum Specialist (English as a Foreign Language)</b>
<b>Job ID:</b>	<b>9046</b>
<b>Location:</b>	Qatar
<b>Deadline:</b>	December 22, 2017
<b>Full/Part Time:</b>	Full-Time

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*College of the North Atlantic – Qatar*  
*The professional and personal experience of a lifetime!*

### **Your dream**

Make your dream of living and working abroad a reality! Join our team of Canadians at College of the North Atlantic's world class, post-secondary campus in the State of Qatar, and enjoy rewarding experiences working in a multi-cultural environment.

College of the North Atlantic – Qatar (CNA-Q), is Qatar's premier technical college, offering over 30 diploma programs through student-centered learning, using world-class training facilities. Since opening in 2002, CNA-Q has over 5,000 graduates who are proudly contributing to Qatar's knowledge-based economy and making the [Qatar National Vision 2030](#) a reality.

### **Your commitment**

The Curriculum Specialist, reporting to the Dean of Language Studies and Academics, and under the direction of the Chair of Language Studies, will be responsible for the development and administration of curriculum within the language studies department and for providing instructor support related to all aspects of curriculum development, delivery, and quality assurance processes. In developing the curriculum, the Curriculum Specialist will work collaboratively with internal and external stakeholders to review and develop outcomes across levels and programs. He/she will elicit, summarize, and submit stakeholder feedback to the Dean and the Curriculum Review Committee for feedback. The Curriculum Specialist will be responsible for suggesting and implementing curricular modifications based on findings from stakeholders, literature and current best practices. He/she will organize and oversee the activities of the Curriculum Review Committee and liaise, assist and provide instructor support in the development of resources or in selecting level-appropriate materials for delivery purposes. He/she will work closely with the Assessment Specialist to review all texts used for assessment purposes for appropriateness according to level-specific objectives and language features and provide feedback to instructors. He/she will be responsible for implementing and maintaining standard practices related to curriculum. He/she will produce and maintain standard operating procedures as well as all accreditation documentation. To provide instructor support, the Curriculum Specialist will organize and facilitate orientation and professional development opportunities for faculty as well as guide and mentor faculty throughout the course delivery process.

### **Your qualifications**

The candidate must demonstrate a minimum of five years' relevant work experience in a post-secondary environment, preferably in English as a Foreign Language curriculum design and development. A Master's degree in TEFL/TESOL or Applied Linguistics with a focus on curriculum development or equivalent is required. A B.Ed. (Secondary/Post-secondary), teaching experience at the post-secondary level, and Developing a Curriculum (DACUM) training or equivalent are considered assets. International education experience, especially in the Middle East is considered an asset. Active membership in professional associations related to the duties and responsibilities of the role is considered an asset. An equivalent combination of education and experience may be considered. The successful candidate must be flexible particularly with working hours that may include some weekend or evening work, as required. Effective use of technology to manage and maintain documentation and version control is expected. The successful candidate must demonstrate exemplary communication skills and expert fluency in English. Effective problem-solving skills and attention to accuracy and detail are essential. The ability to develop effective working relationships and a strong commitment to working in a team and student-centered learning environment are required. Intercultural competence including intercultural sensitivity and adaptability, and the ability to conduct oneself appropriately and effectively in another culture, are essential. Knowledge of the CNA system and its programs is a definite asset.

### **Your move**

If you are a **CANADIAN CITIZEN** with excellent English language skills and are ready for a professional and personal adventure in the Middle East, we'd like to hear from you. **See our website** <http://www.cna.nl.ca/careers/> to apply.

Successful candidates must provide a recent Certificate of Conduct as well as **original transcripts** sent directly to our office from the institution(s).

**NOTE: Employment is contingent upon successful completion of the State of Qatar visa process.**

For more information on working and living in Qatar, please visit our website at <http://www.cna.nl.ca/qatar/>.

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