At **kuwait technical college (ktech)** we are tremendously proud to be acknowledged for the hard work to improve our services in the higher education sector at the heart of the community.

The HR Department at **ktech** regulates the employment procedures and imposes approved personnel policies in providing equal employment opportunities for all applicants through formal candidate selection by considering the required skills, experience, capabilities, and through personal interviews as well as taking necessary tests, if applicable. All under applicable labor laws of the State of Kuwait.

We invite an **Assistant English Instructor** with experience to apply for the position.

To be responsible for English language teaching, related recordkeeping, and administrative tasks, assisting students, and supporting the Foundation Department as assigned by the department head.

Roles and Responsibilities:

Includes:
- In-person and/or online teaching duties, including developing and preparing course resources and lessons, taking attendance, monitoring students, following up with students who require support, leading class activities, and participating in departmental events.
- Preparing and proctoring assessments (e.g., quizzes, midterms, and finals).
- Administering and grading assessments and assignments.
- Routinely organizing and maintaining both faculty and student resources and records.
- Encouraging student interaction and engagement with faculty in a blended learning environment.
- Supporting and supervising students, remaining aware of student issues, statuses, and achievements.
- Assisting students with online platforms and electronic resources.

Required Education, Skills and Qualifications:
- Bachelor's degree in relevant field of study from an accredited university (Masters preferred).
- A minimum of two years of teaching assistant experience in related field. (preferred).
- Excellent communication, interpersonal and problem-solving skills.
- Excellent English skills with bilingual being an advantage.
- Proven ability to contribute to, and work in, a positive team environment.
- Good knowledge of industry certification and holds multiple professional certifications in related field.
- Attention to detail.
- Outgoing and "can do" attitude.
- Valid transferable Kuwaiti residency.

Additional Asset / Preferred:
- The ability to effectively integrate new technology into teaching and learning.
- The ability to provide faculty development support to more than one subject or program area - when needed.

Essential Duties: The College strives to hire who are committed to the College's goals and objectives. Successful candidates should demonstrate a commitment to education, mentorship of students, professional development, and service to the Department and the College.

Salary: Commensurate with training and experience.
Application Deadline: Until position(s) are filled.
Expected Start Date: January 23th, 2022

We appreciate all applications received; However, only those candidates selected for an interview will be contacted. **ktech** provides equal opportunities for employment and welcomes applications from all qualified candidates.