Position: Director of the NYIT Bahrain English Language Institute (ELI)

Duties and responsibilities include, but are not limited to:

1. Assume administrative and program responsibility for the university-based ELI English language preparation program.
2. Prepare the ELI course schedule for each academic semester and teach a variety of ELI courses as required.
3. Maintain contact with university administrative units regarding ELI content, course structure and program enhancements; determine number of sections needed for various ELI level courses in a given academic term; monitor enrollment, student progress and success; interview and maintain contact with potential adjunct instructors; assign courses to instructors and perform instructor and staff evaluations on a regular basis.
4. Provide an orientation for all instructors prior to each semester; provide regular workshops for ongoing teacher development; oversee all midterm and final teaching evaluation procedures; monitor, observe, and evaluate the quality of teaching provided by ELI instructors.
5. Interview all prospective ELI students for admission to and placement within the multi-level ELI academic program.
6. Coordinate with instructors to regularly update curricular materials and maintain and evaluate ELI supplementary materials as needed.
7. Coordinate the management and functions of the Learning Skills Center on campus and arrange staffing and materials for the Center as necessary.

Education: University advanced degree / appropriate certification.

Experience: 5+ years ELI experience required.

Salary: Commensurate with experience and qualifications

Please submit resume, cover letter and salary requirements to: azza.matar@gmail.com