

Chair, Foundation Program

Algonquin College – Kuwait

Algonquin College - Kuwait (AC-Kuwait) is a branch campus of Canada's Algonquin College. We specialize in Business & IT programs and also offer Foundation and Continuing Education programs. Our state-of-the-art "smart" campus will open in Fall 2015 in Al-Naseem, Kuwait. Until we open, our offices are located in downtown Kuwait City.

Position Summary

Reporting directly to the College's Academic Dean, the Chair, Foundation Program is responsible for contributing to the academic well-being and growth of Algonquin College - Kuwait (AC-Kuwait) and for providing academic and administrative leadership, supervision, support and direction to the faculty and staff in the Foundation Program. In consultation with Algonquin College - Canada, the Chair plans, organizes and manages the Foundation program and its courses and resources and ensures that they conform to both Kuwaiti and Canadian standards and requirements. The Chair also ensures that College applicants are effectively assessed, placed and advised and that Program graduates are adequately prepared to enter AC-Kuwait diploma programs.

Key Duties and Responsibilities

In consultation with the Academic Dean, the Chair, Foundation Program:

- Engages with a wide range of internal and external stakeholders – including appropriate representatives of Algonquin College - to design, develop and implement the Foundation Program's strategic academic, quality assurance, performance management and enrolment management plans and strategies, including annual goals and objectives.
- Contributes to AC-Kuwait's development as an academic institution and as a branch campus of Algonquin College Ottawa by ensuring that all members of the Foundation Program team:
 - Are committed to academic excellence, continuous improvement, and quality assurance;
 - Use the latest technologies, methods and approaches to engage students and create and maintain teaching/learning environments that are positive and supportive;
 - Act in accordance and compliance with College policies, procedures and standards.
- Oversees all aspects of Foundation Program activity and performance including:
 - Developing annual business plans and budgets and monitoring, analysing and reporting performance;
 - Ensuring that resources are allocated and available in an effective, timely manner;
 - Developing, acquiring and adapting outcome/competency-based curricula and teaching and learning resources and ensuring their appropriateness to Foundation Program students' culture, learning styles and needs;
 - Designing and delivering instruction, student evaluation, and applicant assessment, placement and advisement;
 - Recruiting, hiring, orientating, training/developing, scheduling, assigning, supervising and evaluating faculty and staff;
 - Responding expeditiously to appeals and complaints from staff, faculty and students and, where appropriate, referring them to the Academic Dean;
 - Developing and implementing effective occupational health and safety programs.

- Acts as the Director, Community Engagement and Outreach's academic partner in the development, delivery and evaluation of Continuing Education and Contract Training English and Communication programs, courses and workshops.
- Demonstrably contributes to the success of the Academic Division by:
 - Actively participating as a member of the Academic Leadership Team;
 - Helping to develop, implement and monitor the Division's strategic plan and goals;
 - Cooperatively allocating and managing resources and achieving and sustaining fiscal viability;
 - Participating in a wide range of operational problem-solving and decision making activities;
 - Ensuring that the Academic Leadership team is informed about Foundation Program issues and actions which may impact divisional operations.

Education

Required:

- Master's degree, preferably in English, Linguistics or Education
- Post-Graduate TESL/TEFL Certification or equivalent

Preferred:

- Relevant Doctorate degree

Experience

Required:

- Minimum of three (3) years' management and five (5) years teaching experience in College or University Academic Foundation, Intensive English or ESL/EFL programs

Preferred:

- International experience in an English as a Foreign Language environment, especially in the Middle East or North Africa;
- Experience in an entrepreneurial private-sector higher education environment;
- Experience in an academic partnership/joint venture environment;
- Experience in an institutional start-up environment;
- Experience managing applicant assessment, placement and advisement;
- Experience developing and managing Continuing/Adult Education programs

Knowledge, Skills & Abilities

Required:

- Strong interpersonal and intercultural communication and relating skills;
- Strong teaching skills and ability to effectively use educational technologies;
- Demonstrated ability to evaluate instructional effectiveness and coach/mentor instructors;
- Strong planning, organizing, negotiating, problem-solving, and conflict resolution skills;
- Demonstrated ability to build, lead and motivate successful academic teams;
- Demonstrated ability to create and maintain teaching/learning environments that are positive, supportive, inclusive, innovative and learner-centred;

- Demonstrated ability to develop realistic business plans and budgets, effectively manage quality, performance and risk, anticipate challenges, develop contingencies, tenaciously overcome barriers and obstacles, meet deadlines and achieve goals;
- Ability to demonstrate honesty, integrity, and trustworthiness and establish and maintain strong, positive, trusting relationships with individuals and groups within and outside the College, including partner institution and academic leadership colleagues;
- Demonstrated ability to develop curricula and learning resources, design instruction, and deliver high-quality education and training programs;
- Demonstrated ability to be entrepreneurial, innovative and flexible;
- Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing with challenging or difficult situations

Preferred:

- Knowledge of Arab/Islamic culture. Fluency in Arabic would be a plus;
- Knowledge of Kuwait education systems, institutions and challenges

Additional Information

- Attractive salary and benefits provided in a tax-free environment

Application Process:

E-mail your cover letter and resume to to jobs@ac-kuwait.edu.kw. Position is to commence in March 2015. Applications will be accepted until the position is filled with initial screening beginning on December 1st, 2014