

# Carnegie Mellon University

## Africa

<b>Job title</b>	<b>Instructors - English for Academic Purpose (EAP) Summer program</b>
<b>Terms</b>	<b>Fixed Term</b>
<b>Start Date</b>	<i>ASAP</i>
<b>Location</b>	<i>Kigali, Rwanda</i>

### Job Purpose

Carnegie Mellon University Africa (CMU-Africa) is seeking instructors to support the Summer English Enhancement program by teaching the Preparatory Program; English for Academic Purpose (EAP); through the delivery of our 12 weeks Academic Skills course at our location in Rwanda. The program consists of our 3-week intensive English Enhancement Program (EEP) followed by the Academic Skills Bootcamp (AS) for all students on our campus in Rwanda. Applicants may teach English Enhancement Program (EEP), Academic Skills Bootcamp (AS) or both programs.

The aim of the Summer EAP Preparatory Program is to increase our incoming students' linguistic and communicative competence in English and provide them with a foundation in the educational culture, expectations, skills and requirements of the university. Course syllabi and instructional materials will be provided. However, the English Enhancement Program (EEP) and English Booster course will require development and adaptation and you are encouraged to incorporate your own resources as you see fit. The successful candidate will thrive on working under their own initiative to deliver a demanding and intensive summer program as part of a team of instructors.

### About Carnegie Mellon University

Established out of a partnership between Carnegie Mellon University (CMU) and the Government of Rwanda, CMU-Africa is addressing the critical shortage of high-quality engineering talent required to accelerate the economic development and digital transformation of Africa—home to the fastest growing workforce in the world. CMU-Africa was established in 2011 and is the only U.S. research university offering its master's degrees with full-time faculty, staff and operations in Africa. CMU's presence in Rwanda provides a platform to engage in Africa's most significant opportunities and challenges across the continent through world-class education and contextually relevant research.

Our vision is to educate and empower the next generation of African leaders and innovators by delivering a world-class educational experience. CMU-Africa's mission is to produce creative and technically strong engineers, who have been trained in the African context, and prepared to make transformative impact in their communities and the world.

We are a fast-growing campus. Our size and exponential growth create a sense of camaraderie and excitement, with strong community ties and a compound sense of accomplishment in our team members, contributing towards mutually beneficial relationships between staff and students.

## About the CMU-Africa ESL Program

The English as a second Language (ESL) program supports students to develop their English communication and other 21st Century skills in a holistic way through the delivery of a portfolio of interventions across their academic journey. These include semesterly courses, intensive workshops, writing support and one-to-one tutoring. In addition, it increases learner motivation and autonomy in their professional & academic skills development by supporting relevant student, staff and faculty initiatives and activities. For example, the programme assists first year students in preparing for their internship fair through resume and interview skills development interventions. Collaborations with students include a multimedia student blog and a public speaking club. Furthermore, there are several exciting projects in the pipeline including capacity building projects with local universities.

## The Role

The successful candidate will be responsible for delivering the summer English for Academic Purposes (EAP) preparatory programme to prepare students to embark on their academic journey at CMU-Africa. This is a fixed-term contract (starting as soon as possible and ending 31<sup>st</sup> August 2024).

The successful candidate will help to deliver the summer English Enhancement Program (EEP). This program aims to raise linguistic proficiency across the range of skills (B2) to prepare students to embark on their academic journey at CMU-Africa. Course syllabi and instructional materials will be provided. This is a fixed-term contract. The successful candidate will thrive on working to deliver a demanding and intensive summer program as part of a team of instructors.

## Responsibilities

- Teaching Intensive English Enhancement Program (EEP) aimed at raising linguistic proficiency and improving academic reading and writing (B2).
- Adapting and developing the EEP course where necessary.
- Teaching the summer EEP/ EAP preparatory program.
- Undertaking formative assessments throughout the program.
- Academic Skills course covering reading, writing, speaking, listening and graduate study skills (B2-C1+).
- English Booster course focusing on speaking skills for the classroom (B2).
- Providing regular and timely developmental feedback to the students.
- Undertaking an end-of-program evaluation and providing feedback and recommendations as necessary.
- Maintaining course attendance records and other related administrative duties.
- Designing, developing, and adapting instructional materials as necessary.
- Undertaking summative assessments, reporting on student progress, and assisting with the placement of students onto appropriate EAP modules in the Fall semester.

- Attending daily teaching team meetings.

## **Qualifications**

### **EDUCATION AND EXPERIENCE**

The ideal candidate will be an experienced and adaptable EAP instructor with a professional background demonstrating a range of relevant skills and experience. They will be self-motivated and able to work both independently and as part of a team. They must enjoy the challenge of working in the intensive, fast-paced context of a full-time EAP preparatory programme.

### **ESSENTIAL**

- Highly proficient user of English (minimum overall score of 110 in TOEFL or 8 in IELTS).
- Globally recognized graduate qualification in English language instruction for non-native speakers, such as Cambridge Delta or Trinity DipTESOL.
- Minimum 3 years' post-qualification experience teaching EAP at tertiary level.
- Experience teaching intensive EAP preparatory programmes to young adults.
- Experience of using Canvas or other Learning Management Systems (LMS).
- An interactive, student-centered approach that fosters learner autonomy, motivation, collaborative learning, and critical thinking skills.
- Enjoys working collaboratively with other teaching staff and has strong interpersonal and teamwork skills.
- Self-driven and comfortable working with minimal direction.

### **DESIRABLE**

- Experience of U.S./British graduate education system or similar.
- support extra-curricular activities is welcomed but not essential.
- Experience of teaching and collaborating effectively across different cultures, particularly in sub-Saharan Africa.
- Experience teaching English for technical communication, professional English, English for engineers.
- Knowledge or experience of evaluating the impact of language development.
- Knowledge or experience of designing and developing an EAP preparatory programs

### **SKILLS AND COMPETENCIES**

- Demonstratable ability to use an interactive, student-centered approach that fosters learner autonomy, motivation, collaborative learning and critical thinking skills.
- Proven ability to use Canvas or other learning management systems (LMS).
- Exceptional written, oral and electronic communication skills.
- Passionate about teaching and has a creative, fun and energetic approach.
- Enjoys working collaboratively with other teaching staff and has strong interpersonal and teamwork skills.
- Self-driven and comfortable working with minimal direction.

## To Apply

Interested applicants are encouraged to send their motivation letter and curriculum vitae to the CMU-Africa Jobs email: [africa-jobs@andrew.cmu.edu](mailto:africa-jobs@andrew.cmu.edu). Applicants are encouraged to put “Instructor – EAP Summer program” in the subject line and be sure to highlight relevant experience and goal in applying for this position.