

Carnegie Mellon University

Africa

Job title	Instructors - English for Academic Purposes (Bridge)
Terms	Fixed Term
Start Date	<i>ASAP</i>
Location	<i>Kigali, Rwanda</i>

Job Purpose

Carnegie Mellon University Africa (CMU-Africa) is seeking instructors to deliver Academic Skills lessons on our Bridge Program. The aim of this program is to encourage undergraduate students with a background in technology to consider applying for graduate programs at CMU Africa or elsewhere. Course syllabi and instructional materials will be provided. The successful candidate will thrive on working under their own initiative to deliver an intensive 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 with about 230 enrolled students, aiming to grow to 400 in the next couple of years. 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 Bridge Program

The Bridge Program is designed to encourage undergraduate students in technology to consider applying for graduate programs at CMU Africa or elsewhere. We currently offer two six-week courses per year, in the Fall and Spring semesters. Students attend in the evening five days a week and study a combination of programming and academic skills to complete a project. The students also get advice on how to submit a successful application to a graduate program. We are pleased to report that several students who have completed Bridge are now studying for an

MSc at CMU-Africa and elsewhere. Furthermore, there are several exciting projects in the pipeline including offering the program at other universities, within Rwanda and beyond.

The Role

The successful candidate will be responsible for delivering the Academic Skills component of our successful Bridge Program to one or more classes at CMU-Africa. This is a fixed-term contract (September-December 2024) but may be open to extension. At present all classes take place at the CMU-Africa campus in Kigali but we hope to offer the course in other parts of Rwanda soon.

The Academic Skills component of the Bridge Program aims to impart some of the skills students will need to support them in their technical work, such as research, seminars and delivering presentations as well as soft skills such as collaboration, negotiation and reflective practice. The level of English language proficiency varies widely amongst students, but many have had little active practice of the language which can result in shyness and a lack of confidence. The successful candidate will thrive on working to deliver an appealing, interactive program as part of a team of instructors, adapting materials where appropriate.

Responsibilities

- Teach and assist students during the Bridge Training Program.
- Design, develop and deliver the English for academic skills course
- Undertake formative assessments of student performance and provide regular and timely developmental feedback to the students;
- Evaluate students at the end of the course, reporting on their progress,
- Undertake an end-of-program evaluation and providing feedback and recommendations as necessary;
- Supervise teaching assistants and coordinating their work supporting and grading students;
- Maintain course attendance records

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 with new students and with minimal supervision.

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.
- Experience teaching EAP at tertiary level (e.g. pre-sessional teaching).
- Experience teaching intensive EAP preparatory programmes to young adults.

- 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.
- Willing to travel (if required).

DESIRABLE

- Experience teaching English for technical communication, professional English, English for engineers.
- Experience of teaching and collaborating effectively across different cultures.
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- Experience of U.S./British graduate education system or similar.

SKILLS AND COMPETENCIES

- Proven ability to use Canvas or other learning management systems (LMS).
- Exceptional written, oral and electronic communication skills.
- Enthusiasm and 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.

Are you interested in this exciting opportunity with an exceptional organization!

Don't miss the opportunity to explore exciting career possibilities at CMU-Africa. Visit our career page: <https://www.africa.engineering.cmu.edu/about/careers.html> before September 15, 2024, for detailed application guidelines and to submit your application.