

# Job Offer for a Part-Time Teacher

## Call for Position

**Title / number of hours:** Part-time English teacher and research assistant

**Reference:** EC/2022/FDLT/08

**Opening Date:** June 2<sup>nd</sup> 2022

**Closing Date:** June 2<sup>3th</sup> 2022

**Starting Date :** September 1<sup>st</sup> 2022

## Summary of Position:

A part-time teaching and research job: Designing, teaching and creating material for “level A” EAP (English Academic Program) courses, coordinating and teaching DOE (Discipline Oriented English) courses

**Discipline :** English

**Institution :** Faculté des Langues et de Traduction

**Department** Centre des Langues Vivantes – Section d’anglais

**Address :** Campus des Sciences Humaines, Rue de Damas, Beyrouth

**Terms of Contract:** contract for one year, renewable for 3 years

## Requirements:

**Degrees:** PhD

**Strong candidates are those who satisfy most of these qualifications:**

- excellent spoken and written communication skills,
- planning and organizational skills,
- ability to work under pressure,
- flexible approach to work,
- creative skills for planning engaging lessons (content skills),
- ability to cooperate with various constituents,
- having experience with EAP (or ESP) (teaching and designing courses),
- ability to conduct research and assess needs and classroom performances,
- ability to organize workshops for trainers and complex events for large crowds.

**Specialization:** English Language, TESOL, or Applied Linguistics

## Job description:

| A- <u>Teaching</u>          |               |             |
|-----------------------------|---------------|-------------|
|                             | Nb of credits | Nb of hours |
| “Level A” EAP - ESP courses | 17 cr.        | 474 h       |

| B- <u>Research</u>                       |             |
|--|-------------|
| Type                                     | Nb of hours |
| Create content for “level A” EAP courses | 100 hours   |
| Write scientific articles                | 100 hours   |

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| C- <u>Other workload</u>   |             |
|--|-------------|
| Type   | Nb of hours |
| Coordinate Faculty DOE courses<br>Coordinate the conference DOEs including organizing 3 student conferences per year | 100 hours   |
| Type   | Nb of hours |
|  | 86 hours    |

**Contact person for further information (academic and administrative):**

- Pr Gina Abou Fadel Saad ([gina.aboufadel@usj.edu.lb](mailto:gina.aboufadel@usj.edu.lb))
- P. Fady Chidiac ([fady.elchidiac@usj.edu.lb](mailto:fady.elchidiac@usj.edu.lb))

**Note:**

Applications will be assessed based on their academic profile and professional workstyle.

Applications must be presented through a form to be downloaded from the Université Saint-Joseph site on the following link: [www.emploi.usj.edu.lb](http://www.emploi.usj.edu.lb) and sent by mail to [srh@usj.edu.lb](mailto:srh@usj.edu.lb)

Please ask your referees, colleagues or/and students, to send their recommendation letters to the following email address: [fdlt@usj.edu.lb](mailto:fdlt@usj.edu.lb)

**Online References:**

USJ site: <https://www.usj.edu.lb> : cf. Code de l'enseignant et Charte de l'USJ