



## Position Announcement

**Job Title:** Director of the Academy

**Reports to:** Dean of Faculty

### **This position requires the successful candidate to work in Afghanistan**

Founded in 2006 as a private, non-profit university, The American University of Afghanistan (AUAF) is a student-centered, innovative institution dedicated to educating Afghanistan's next generation of leaders. Committed to blending liberal learning and professional preparation, AUAF currently offers four undergraduate and two graduate degrees. We currently host 1,000 degree-seeking students.

AUAF seeks to hire an experienced, energetic and student-centered director to lead its Academy program. The AUAF Academy is a pre-baccalaureate university preparatory program that equips students with the academic English, mathematics, and computing skills necessary to successfully transition to university-level work.

Review of applications will begin immediately, and will continue until the position is filled. The job is located in Kabul, Afghanistan.

### **Position Summary**

This is a 9-month academic leadership position with half-time teaching responsibilities. Faculty rank will be commensurate with qualifications, experience, and the needs of the University.

The Director must be an energetic and committed academic leader able to operate with a great deal of independence. The Director will teach the equivalent of six undergraduate credit hours in the program. In addition to teaching and mentoring, AUAF faculty responsibilities include scholarship and university service.

With the exception of holidays, university closures, weekends, and other breaks, the Director are expected to be working on campus in Afghanistan during the base contract period. The base contract period refers to an academic year consisting of two semesters, including pre- and post-semester faculty workshops and advising. The contractual period extends from one week before the start of the first semester to one day after spring graduation, which full-time faculty are required to attend.

### **Duties and Responsibilities**

The Director will be responsible for:

- The delivery, assessment and continuous improvement of the academy's integrated academic English, mathematics and computing programs.
- Leading curriculum and materials development.
- Creating, managing, overseeing and nurturing a collaborative environment in which faculty and staff from all participating departments work together to assure both programmatic integrity and student success.
- The development of all aspects of the academic schedule and time-table, including coordination with department chairs that are faculty line managers.
- Developing and executing a high quality orientation, advising and student life program in collaboration with the relevant student services and academic affairs.
- Provide leadership in the ongoing professional development and strategic planning for the Academy's future.
- Provide leadership and expertise in assisting AUAF to develop a comprehensive English language strategy, an integrated approach that will include language development programs in the pre-baccalaureate, general education and major programs.

**Skills:**

- Significant administrative experience in a college-preparatory or baccalaureate-level English program delivered to non-native speakers of English.
- A successful record of ESL / EFL teaching experience at the level of pre-collegiate and/or collegiate level writing.
- An MA in TESOL or related field.; doctoral degree preferred
- Strong administrative, management and communication skills.
- Demonstrated curriculum development experience.
- Ability to foster a sense of community and promote teamwork in a rapidly changing educational environment.
- The strong candidate will also have one or more of the following qualifications or experiences:
  - Competency in the standardized English-language testing methods.
  - Experience in developing new programs.
  - Experience in and knowledge of writing and rhetoric methodologies deployed in credit-bearing academic writing programs.
  - Experience in delivering specialized English-language support in the context of one or more academic disciplines..
- Significant teaching experience in western higher education and evidence of excellence in university teaching.
- Excellent oral and written English skills.
- Publications and evidence of professional engagement.
- Experience teaching in international, multicultural, developing and/or post-conflict settings preferred.
- A strong sense of values and ethics, consistent with the mandate of the American University of Afghanistan.

- Demonstrated experience with a learning management system, Canvas preferred.
- Fluency in Dari Farsi or in Pashto is desirable, or willingness to learn one of the local languages of Afghanistan.
- An additional preferred qualification is experience coordinating a university writing program.

### **Benefits and Environment**

This is an exceptional opportunity to work at a recently formed university in an emerging and rapidly changing society.

The American University of Afghanistan offers a generous benefits package that includes a competitive salary, air transportation, university-provided accommodation, and paid international health care insurance for international employees.

International faculty and staff live and work on AUAF's 50-acre main campus or on the 5-acre campus across the street. The AUAF campuses utilize state-of-the-art security infrastructure and protocols and are protected by a large professional security corps. Transportation between the adjacent campuses or to approved locations and the airport is by armored, guarded vehicles.

### **To Apply**

To apply, please send as a single PDF document: a cover letter, a curriculum vitae, a statement of teaching purpose, two recent teaching evaluations, and contact information for three referees to [facultyjobs@auaf.edu.af](mailto:facultyjobs@auaf.edu.af) and [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af). Your statement of teaching purpose should address your ability to teach in a multi-cultural/post-conflict setting and to create a collaborative and inclusive environment.

Please include "**Director of Academy**" in the subject line of the email. We follow a strict non-discriminatory policy, and applicants from all ethnic, religious and economic background are encouraged to apply. Candidates from underrepresented groups within academe are particularly encouraged to apply.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree granting school directly to AUAF).

### **For Additional Information**

If you have questions about this position, contact Dr Andrew Starcher, ([astarcher@auaf.edu.af](mailto:astarcher@auaf.edu.af)), chair of the search committee. For more information about the university, visit our website at: <http://www.auaf.edu.af>