

Instructor, Preparatory Program
Prince Mohammad Bin Fahd University

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Posted Apr. 21, 2025, set to expire Nov. 27, 2025

Job Title	Instructor, Preparatory Program
Department	Preparatory Program
Institution	Prince Mohammad Bin Fahd University Al Khobar, Eastern, Saudi Arabia
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Fall 2025-2026
Job Categories	Lecturer/Instructor
Academic Field(s)	English as a Second Language English Education
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Job Description	

AL-KHOBAR, KINGDOM OF SAUDI ARABIA

Position:Instructor

Department:Preparatory Program

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Reports to: Dean, Deanship of Preparatory Program

Introduction

The Preparatory Program at Prince Mohammad Bin Fahd University is a bridge program between high school and admission into degree programs. All faculty in the program must understand, believe in, and successfully implement methodology, techniques, and classroom management that are skills-based, student-centered, communicative, and interactive. They must be proficient in the use of technology, and, once trained, be able to use the Blackboard Learning Management System and the student information system Banner. Since all record keeping, including attendance, assignments, and all quizzes, tests, and examinations is done online, the faculty must keep abreast of any training that is given in those areas. Faculty members are expected to participate, in one form or another, in continuous professional development training which is conducted prior to and during each academic year. Engagement is the keyword; faculty are expected to be focused on truly engaging the students in English, study skills, and the soft skills comprised in the PMU core competencies.

Prince Mohammad bin Fahd University is inviting applications for the position of Instructor.

General Description

Levels, Courses

The program consists of four levels: pre-beginner, beginner, intermediate, and advanced, corresponding, roughly, to CEFR levels A0- high B1. The overall IELTS score of a student entering the advanced level, would be 5 with a 4.5 in writing. Both campuses have approximately 500-550 students each.

Under the Director, Chair and Associate Chair, each level has a level representative or coordinator to direct work on standardized assessments, guide the instructional activities of the level, and liaise with instructors and other coordinators on each campus as well as administrators. The students' weekly program involves 22 hours of direct instruction in English (a 10-hour Communication Skills course: listening and speaking, vocabulary and grammar, a 10-hour Writing Skills course: reading and writing, vocabulary and grammar, and a two-hour project-based Enhanced Learning course, plus, for those at the intermediate and advanced levels, a two-hour Study Skills course, including instruction in Microsoft

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Office apps, taught by Preparatory Program instructors, and 5 hours of mathematics taught by mathematics instructors.

Qualifications & Experience (Required)

Degrees and Experience Requirements:

Note that currently on-line degrees cannot be validated for work visa purposes by the Saudi Cultural Mission, however a few on-line courses as part of an on-campus program may be accepted.

A Ph. D is required in EFL/ESL/TESOL/TEFL.

A Master's degree is required in EFL/ESL/TESOL/TEFL is sometimes acceptable. Other master's degrees, such as in English literature or language, applied linguistics, reading, teaching of other languages, second language acquisition will be considered if the applicant has a Cambridge CELTA (or the equivalent "CELTA" or "TEFL" from, to mention but two possible examples, Trinity or International House) or the TESOL International Core certification or the equivalent*, or were willing, within the duration of the first contract, to obtain one of those certificates or do course work at their own expense in the following areas: language teaching methodologies, the nature of language/languages (e.g., introduction to linguistics), the structure of English (e.g., syntax, phonology, morphology, discourse), second language acquisition, intercultural communication (e.g., sociolinguistics, cross-cultural studies), practicum experience (supervised). A Cambridge DELTA combined with another master's degree and or two years of university teaching experience would also be considered.

*CELTA/TEFL/TESOL Core certification programs should be verifiable, include at least 120 hours of course work, and at least six hours of supervised student teaching/practicum.

English Language Proficiency

All candidates must have demonstrable native or near-native proficiency in English.

Experience

All candidates should have at least 2 years of experience in teaching ESL/EFL at the university level, in preparatory bridge programs/foundation programs, but candidates with experience teaching high school will be considered.

Flexibility and the ability to teach English at all levels and Study Skills, including the applications of the

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Microsoft Office suite, is essential. Interest in research and publication and knowledge of standardized exams such as IELTS are also valued. Experience teaching abroad, in the Middle East, in Muslim cultures, and in the Gulf makes a candidate's application stronger.

Probationary Period for New Hires

New hires are subject to a ninety-day probation period with possibility of multiple classroom observations.

Candidates with Ph.D. degrees

Please note that candidates with doctorates who wish to teach PMU's Core written communication essay writing and research writing should apply for instructor and assistant professor positions in the Core curriculum.

Knowledge, Skills and Abilities(Required)

- Demonstrated leadership skills and ability to influence and motivate constituencies which could span multiple organizational boundaries.
- Demonstrated record of planning and analytical skills.
- Demonstrated ability to make sound business decisions using good business judgment and innovative and creative problem-solving.
- Excellent interpersonal and communications skills with the ability to cultivate professional and business partnerships.
- Relevant subject matter expertise.
- Experience managing research projects or research laboratories.
- Enthusiasm, responsibility, and team-building skills.
- Ability to work under pressure.

Duties and Responsibilities

Teaching Schedules, Office Hours, Preparation, Service, and Professional Development

The teaching load of each instructor is 22 contact hours per week along with 5 office hours outside of the lunch hour, 8 hours of grading and class preparation (instructors may be required to share lesson

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plans with administrators), and five hours for department-related work such as work on assessments, accreditation, assessment proctoring/invigilation (including occasional assignments to proctor university exams), training on Blackboard, Banner, and new technologies or other EFL professional development as needed, and department and university committees.

Teaching schedules may be from 8 am – 4 pm, but classes are also offered in the evenings to as late as 11:00 pm and at the weekends, so schedules will vary. Instructors may also be assigned to work in other departments where needed; this may include work on Saturdays.

Expectations of Faculty Members

The ability to carry out the mission of the Preparatory Program including incorporating PMU Core Competencies where appropriate, to follow the set curriculum, student learning outcomes, assessment schedule, and department decisions, to plan effective lessons ahead of time, to motivate students and to provide them with effective oral and written feedback on assessments and assignments, to follow good classroom management procedures contributing to positive learning atmospheres, and to maintain accurate attendance records, all contribute to helping students to achieve the program outcomes.

Additionally, the ability to communicate well, including by regular reading of email, work well as a member of a team or as a team leader, interact collegially, professionally, and ethically with students, colleagues, and administrators, report problems in a timely way to coordinators and administrators, engage in professional development as a life-long learner including active membership in local and international professional associations, contribute to assessment creation, accreditation and other department committee work, be punctual, accept correction and/or guidance from those in-charge, and respect students and colleagues from a variety of cultural and religious backgrounds are all essential qualities found in successful applicants. Interest in doing research and publishing as well as obtaining higher degrees is also a plus.

All university employees are expected to respect local customs and laws and to contribute to the strengthening of the reputation of the university.

Performance Evaluations

Yearly performance evaluations take regular classroom observations, professional development,

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department, university and community service, and student evaluations, among other areas, into consideration.

Remuneration and Benefits

PMU offers an income tax-free compensation package, commensurate with rank and experience, including 12-month salary, PMU accommodation, annual vacation, and annual round-trip airfare to the home country, medical insurance and end of contract benefits.

How to Apply

Application to this position require a letter of interest, curriculum vita (include a recent photo; state citizenship; and links to LinkedIn profile), unofficial copy of BS/Master's Diploma, and a portfolio (no more than 20 pages long) that includes representative professional work depicting evidence of past and proposed efforts to enhance diversity as well as the names, addresses, phone numbers and email addresses of at least three professional references who may be contacted, with permission of the candidate, following initial evaluations by the search committee.

Positions advertised on our job website and can be closed at the discretion of the department at any time. This position is open until filled. This employment site is updated on a regular basis. The length of the recruitment and screening process may vary from position to position, depending upon a variety of factors. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted by phone or email.

Review of applications will begin immediately and continue until positions are filled.

- Please mention the name of the source/website where you have seen this advertisement
- Only short listed candidates will be contacted.
- For submission of applications, log-on to our career site:
<https://pmu.taleo.net/careersection/ex/jobsearch.ftl>

For more inquiries about this position, please contact the following: *(please mention the name of the source/website where you have seen this advertisement)*

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International Recruitment:

vacancies@pmu.edu.sa

Disclaimer

PMU reserves the right to alter, amend and add responsibilities to this position in line with the institutional needs. Changes and amendments to this job description shall be within the academic framework and the general employment conditions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact International Recruitment
Prince Mohammad Bin Fahd University
Al Khobar, Eastern
Saudi Arabia

Contact E-mail vacancies@pmu.edu.sa