

The following Academic position is available at **EMBURY DURBAN MUSGRAVE CAMPUS**

Academic Literacy Module Coordinator reporting directly to the **Head of Department: Languages**

Job requirements:

- ✓ Lecturing Academic Literacy
- ✓ Coordinating the Academic Literacy module for contact learning and distance learning
- ✓ Design online material to support success in Academic Literacy

Minimum Requirements:

- ✓ Experience in coordinating and lecturing Academic Literacy at a Tertiary Institution
- ✓ Minimum Honours Degree with a particular focus on providing support to English First Additional Language (Second Language) speakers would be an advantage
- ✓ A TESOL or CELTA qualification would be an advantage
- ✓ Experience in Tertiary Education an advantage
- ✓ Managerial Skills
- ✓ Familiarity with Turnitin and online learning platforms such as Moodle
- ✓ Ability to speak, read and write isiZulu would be an advantage
- ✓ Computer Literate
- ✓ Ability to work under pressure, independently and as part of a team
- ✓ Effective communication and interpersonal skills
- ✓ Proven track record of excellent time management and administrative skills
- ✓ Ability to cope with change
- ✓ Experience in Curriculum and Materials Development an advantage

Interested applicants are to e-mail a letter of application together with a CV of no more than 3 pages to
hr@embury.ac.za

NO TELEPHONIC ENQUIRIES will be entertained.

Only short-listed candidates will be contacted.

Embury reserves the right to not fill this position.

Closing Date: 14 June 2019

Should you not hear from us by 30 June 2019, please accept that your application was unsuccessful