

Job Description



1. Job Details:

Job Title:	Senior Program Education Specialist	Reports to:	Head of Community Learning and Engagement
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2. Job Purpose:

In order to improve national learning outcomes, this position will create opportunities for researchers, community members, students, and lifelong learners to learn better.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	--				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Deliver classroom workshops, undertake individual tutoring; supervise peer tutoring; and establish homework clubs and other types of academic learning programs which will include students with unique learning needs, and diverse backgrounds
- Develop curricula, classroom materials and other learning materials
- Maintain content on the library website in areas of responsibility
- Maintain regular interaction with faculty, students and the general public to determine user needs
- Develop displays and communication messages in order to highlight and interpret services
- Participate in library-wide outreach programs to support research, education and community needs
- Serve on designated committees throughout the library
- Contribute to the profession by publishing, presenting or participating in professional organizations
- Keep abreast of developments, trends and issues in all areas of responsibility
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Head, Community Learning and Engagement – regular contact to report on work progress, and to receive assignments and direction
- Senior Writing Specialist – frequent contact for collaboration on section work, including public programs
- Library Information Technology staff – frequent contact on hardware, software, website,

Senior Program Education Specialist

connectivity, digitization projects and technology issues, needs and planning

- Administration and Planning staff – regular contact on communications
- Library partners / stakeholders – contact as needed on the development of programs and services
- Faculty, researchers, educators, students and general public – frequent contact on user needs

7. Problem Solving & Complexity:

Able to identify issues and to use sound judgment in applying expertise and experience to resolve a range of problems, from moderately complex to very complex.

8. Decision-Making Authority & Responsibility:

This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion. Major decisions are referred to the Head of Community Learning and Engagement.

9. Minimum Knowledge, Skills & Experience:

- Master's degree in Education, Curriculum Development, Learning Strategies, or other writing or curriculum-related field; PhD preferred
- 3 years of experience in developing and implementing academic support programs (peer education, supplemental instruction, writing and learning, promotion of study strategies or related activities)
- Strong interpersonal, communication and presentation skills in both oral and written English and Arabic. (Native speakers of Arabic are required to have high IELTS or TOFEL scores)
- Good interpersonal and people skills and the ability to work effectively both independently and within a team.
- Proficiency in MS Office applications