

## **Position title: English Language Center Director**

Application Deadline: 1<sup>st</sup> July 2018

### **Job Description (Summary)**

The English Language Center Director will be responsible for day-to-day Learning Center administrative functions. Assure maximum satisfaction of our internal and external customers by managing their expectations to achieve the objective of creating long-staying, loyal customers.

- Manage and process all daily walk-in inquiries
- Prepare the business plan and annual budget for the language center in line with the top management
- Conduct walk-in and other assigned activities from initial inquiry through enrollment.
- Conduct Marketing strategies to achieve goals.
- Strategize and implement action plans to capture greater consumer market share.
- Prepare and regularly update teaching materials to ensure course outlines are up-to-date and reflect the learning objectives and effectively communicate student objectives.
- Maintain positive student relations and ensure maximum student satisfaction
- Participate in the hiring and evaluation of language teachers and other staff

### **Qualifications:**

- Minimum an MA in English with at least 5+ experience in similar role.
- Experience of operational management such as managing resources including people and finance, in English language course or educational context, is essential.
- Exceptional interpersonal and communication skills in Kurdish, Arabic and English
- Be able to take initiative and work independently

### **To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.