Position Description

College/Division: ANU College of Arts and Social Sciences
Faculty/School/Centre: Research School of Social Sciences
Department/Unit: Centre for Arab and Islamic Studies (the Middle East and Central Asia)
Position Title: Lecturer in Arabic Language
Classification: Academic Level B
Position No: -
Responsible to: Director, Centre for Arab and Islamic Studies
Number of positions that report to this role: -
Delegation(s) Assigned: -

PURPOSE STATEMENT:
The Centre of Arab and Islamic Studies (Middle East and Central Asia), at the Australian National University (ANU) is a leading interdisciplinary research and teaching Centre focusing on the Middle East and Central Asia regions at one of Australia's premier universities. The fixed-term one-year position of Lecturer in Arabic Language is required to maintain and strengthen the Centre's Arabic Language Program and promote Arabic language and culture to the wider Australian public. This role will be expected to enhance the Centre's reputation in education, outreach and public service.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position of Lecturer in Arabic Language is required to work collegially with other staff members within the Centre and the wider College of Arts and Social Sciences at ANU. The position contributes to all levels of Arabic language teaching utilising mastery of Arabic Fusha and native or near native fluency in one of the Arabic spoken vernaculars in the Middle East and North Africa as well as contributing actively to CAIS public service and outreach.

Role Statement:
Specific duties required of a Level B Academic may include:

- Contribute to teaching all levels of the Arabic Language courses. Teaching duties include, but are not limited to the preparation and delivery of lectures and tutorials including all levels of language courses in Arabic, course design, preparation of online material, marking and assessment and consultations with students;
- Undertake independent and/or team research related to Arabic, with a view to publishing innovative results through refereed journals, to present research at academic seminars and national and international conferences and collaborate with other academic staff both within and outside of the University;
- Undertake outreach to the Australian and international community including prospective students, community organizations, cultural centers, media and the public;
- Support the administration and coordination of the education program of the Centre. These contributions may include, but are not limited to, attendance at and participation in academic staff meetings, undertake academic roles including curriculum development and program convenorship, and participation in committees in the School and wider University community;
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity;
• Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

**SELECTION CRITERIA:**

1. A Ph.D. degree in Arabic studies is desirable but not essential;
2. Demonstrated mastery of Arabic *Fusha* and native or near native fluency in one of the Arabic spoken vernaculars in the Middle East and North Africa;
3. Demonstrated ability and experience to undertake curriculum and program development, deliver quality teaching and design new courses;
4. Experience, skills and/or achievements that demonstrate an ability to teach all levels of Arabic Language courses, including our Media Arabic Courses and our Arabic Abroad Course, as well as contribute to the teaching of other CAIS non-language courses if necessary;
5. Demonstrated ability to do research in the field of Arabic studies and publish in peer reviewed journals, develop and maintain collaborations, apply for research grants and present at national and international conferences;
6. Demonstrated ability to communicate and interact effectively with a variety of staff and students and the proven ability to promote, develop and maintain strong collaborative relations internal and external to ANU;
7. A demonstrated understanding of equal opportunity principles and policies, and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

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**References:**

- [Professional Staff Classification Descriptors](#)
- [Academic Minimum Standards](#)