

Teaching Intern

The Akilah Institute for Women

www.AkilahInstitute.org

Organization Description

The Akilah Institute for Women is an institute for higher education. We are developing a new model of education for young women in Rwanda by providing training that is a direct response to the needs of the business community. Our initial diploma programs will provide young women with the skills and experience to become leaders in the hospitality industry, a rapidly developing sector of the economy. The 2-year diploma program will be accredited by the Higher Education Council. The course work will emphasize leadership development, market relevant skills, and entrepreneurship.

We are currently located in the capital of Kigali but we will relocate to Bugesera district after we have finished renovating the campus (see www.AkilahInstitute.org/campus for more information). We currently have 50 students participating in our Foundation Year Program, an intense program for young women who need an additional year of studies before beginning diploma courses.

Position Description

The Foundation Year is looking for engaging, creative interns to tutor students in English and computers. Some tutors will be responsible for grammar and conversational English practice in small groups for twelve hours per week. Others will engage students and help them with computer skills. We are particularly seeking tutors who will take the initiative to plan and implement creative extra-curricular projects that will help students with their language and leadership skills.

Akilah is in the exciting stage of developing a training program that will equip young women with the skills to become leaders in a new sector of the Rwandan economy. You will play a critical role in setting the tone of this program and the experience that Akilah students will have.

This position will begin June 14th and will end finish at the end of July. All tutors should arrive by June 11th to attend a one-day mandatory workshop at our Kigali campus on June 12th, 2010.

Central Objectives

- Help students develop a solid English language foundation and technical computer skills
 - Tutor groups of students who are struggling to learn English/Computers
 - Create extra opportunities to learn English/Computers outside of class
 - Support English teacher and teachers of other subjects

- Foster a culture of English language immersion on campus
 - Facilitate out-of-classroom English instruction
 - Encourage and engage students in impromptu English conversation outside the classroom

- Foster a culture of critical thinking and leadership

- Be mindful of this goal in the planning and execution of all tutoring and other activities

Responsibilities

- Provide small group tutoring and support services to students for 12 hours per week
- Provide assistance and support during study halls or other times as appropriate.
- Work with Akilah faculty and staff to develop new ways to promote the use of English/Computers on campus

Qualifications

The ideal candidate will be a self-starter who is able to work in a cross-cultural team. He or she will have strong oral and written communication skills, strong technological skills and a passion to effect change and make a difference. This person should be able to create a rapport with the students using English as the primary language. The ideal candidate will possess talents and interests beyond the classroom and will be able to share these talents with the students and the community.

Specific Qualifications:

- Native English speaker
- Bachelor's degree
- Evidence of experience working with adult students
- High energy, creative, innovative individual
- Spirit of openness and creativity
- Ability to work as part of a team

Preferred Qualifications:

- TEFL certification or the willingness to obtain it
- Experience teaching English as a foreign language
- Degree in computers, or certificates in technical areas
- Experience living or working in a different culture
- Experience teaching outside the traditional classroom

Application Process

All interested candidates should submit cover letter and résumé/CV electronically to the Program Director at monique@akilahinstitute.org

Deadline: We will be accepting applications on a rolling basis, so apply ASAP. Last day to apply May 1, 2010.

This is a volunteer position. Travel and housing are the responsibility of the volunteer. However, the Akilah team in Kigali will assist you in finding housing and has recommendations for travel as well. The Akilah team is available and eager to answer questions about life in Rwanda in order to facilitate a smooth transition.