

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY
مكتبة قطر الوطنية، مؤسسة قطر
Member of Qatar Foundation

1. Job Details:

Job Title:	Senior Writing Specialist	Reports to:	Outreach and Community Engagement Manager
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2. Job Purpose:

Provide opportunities for researchers, community members, and students to become more independent, confident, and versatile writers and communicators.

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:	n/a				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Provide opportunities for researchers, community members, and students to become more independent, confident, and versatile writers and communicators. The Specialist will develop programs that build the capacity of individuals to plan, organize, and develop strategies that enhance their writing and communications. Examples of programs include public programs, small-group workshops, individual and peer group tutoring, test prep courses, time management, note-taking, reading comprehension and others.
- Assist the Outreach and Community Engagement Manager in the development of business plans for all activities within the areas of responsibility
- Assess needs, develop, deliver, and evaluate innovative programs, outreach activities, and national initiatives in order to improve writing and communication outcomes of learners
- Develop and contribute content to the Qatar National Library website
- Maintain regular interaction with faculty, students and the general public to determine user needs
- Continuously explore new applications of pedagogy and technology in order to design and deliver active learning, critical thinking and learner collaboration
- Serve on designated committees throughout the library
- Participate in library-wide outreach programs to support research, education, and community needs
- Contributes 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:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. 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:

- Supervisor – regular contact to report on work progress and to receive assignments and direction
- Departmental focal points – regular contact to provide statistics on user feedback and to plan the methodology for assessing future services
- Administration and planning staff – contact as needed to carry out work
- Library partners – contact as needed to understand their needs
- Faculty, researchers, educators, students and the general public – frequent contact to address user needs

Senior Writing Specialist

7. Problem Solving & Complexity:

- Evaluates different research methodologies when solving problems and provides assessment outcomes and statistical analysis.
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

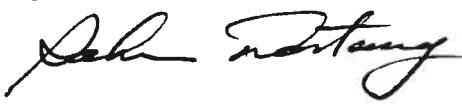
- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight
- Makes day-to-day operational decisions regarding work allocation
- Any major decisions are made in consultation with supervisor

9. Minimum Knowledge, Skills & Experience:

- Bachelor degree in Teaching English as a Second Language or any other related field
- Master's degree in Teaching English or any other related field is preferred
- Minimum of 5 years of experience in developing and implementing academic support programs (peer education, supplemental instruction, writing and learning, promotion of study strategies or related activities)
- Experience as a writer, editor, teacher of writing or public speaking, or tutor/administrator in a writing
- Strong interpersonal, communication and presentation skills in both oral and written English and Arabic, and the ability to work effectively both independently and within a team
- Strong knowledge of information management, user education and knowledge acquisition
- Extensive knowledge of trends in teaching and learning
- Strong interpersonal communication and presentation skills in both oral and written English and
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely
- Proficiency in MS Office applications

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved:	Signature:	Date:
Name: Dr. Sorair F. Wastawy		10. Jan. 2018