

**NOTICE OF FILING AN APPLICATION FOR
PERMANENT EMPLOYMENT CERTIFICATION**

JOB TITLE: Lecturer of Arabic

EMPLOYER: University of Mary Washington

JOB DESCRIPTION: Prepare course materials such as syllabi, homework assignments, and handouts for Arabic language classes. Evaluate and grade students' class work, assignments, and papers. Initiate, facilitate, and moderate classroom discussions. Maintain student attendance records, grades, and other required records. Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction for classes on the Arabic language. Prepare and deliver lectures to undergraduate or graduate students on topics such as how to speak and write Arabic and the cultural aspects of the Arabic-speaking world. Maintain regularly scheduled office hours to advise and assist students. Compile, administer, and grade examinations, or assign this work to others. Select and obtain materials and supplies such as textbooks. Keep abreast of developments in the field of Arabic language studies by reading current literature, talking with colleagues, and participating in professional organizations and activities. Normal teaching load is 12 hours per semester.

JOB REQUIREMENTS: Master's degree in Arabic or a related field and native or near-native fluency in Arabic and English. Candidates should possess a background in teaching all levels of the Arabic language.

GEOGRAPHIC LOCATION: Fredericksburg, VA

To apply for this position, please submit a cover letter and resume to the contact person listed below. Please remember to state how you learned of this opportunity:

John Morello, Associate Provost for Academic Affairs
University of Mary Washington, Fredericksburg, VA 22401
540-654-1269 (phone)
540-654-1164 (fax)
jmorello@umw.edu

This notice is being provided as a result of the filing of a permanent alien labor certification application for this job opportunity. Any person may provide documentary evidence bearing on the application to the Certifying Officer of the Department of Labor at:

U.S. Department of Labor
Employment and Training Administration
Harris Tower
233 Peachtree Street, Suite 410
Atlanta, Georgia 30303