

Arwa Alhinai

Muscat, Oman • a.alhinai86@gmail.com

Dedicated professional with over 10 years of experience and a passion for literature and philosophy. Bilingual in English and Arabic, with proficiency in content creation and project management. Possess a versatile background in teaching and administration, demonstrating proven leadership and strong communication skills. A fast learner committed to continuous growth and a proud Omani, driven to make meaningful contributions to national progress.

Experience

AUGUST 2024 – PRESENT

Acting Director of Communications | Modern College of Business & Science | Muscat, Oman

Role includes:

- Identify and mentor internal graduates for potential full-time roles.
- Lead bilingual external communications. Create press releases and media materials.
- Manage media relations. Oversee press events.
- Revitalize internal communications strategies.
- Oversee production of bilingual content for both internal and external audiences.
- Utilize fluent English and Arabic skills in all written and verbal communications.

APRIL 2024 – PRESENT

Deputy Head of General Education | Modern College of Business & Science | Muscat, Oman

Experience includes:

- Support faculty development, manage timetable and syllabus distribution, and liaise with HR.
- Promote the department internally and externally and enhance its visibility across the college.
- Conduct departmental and board meetings.
- Resolve issues and address concerns from students, faculty, staff, and parents.

SEPTEMBER 2013 – PRESENT

Lecturer of Humanities and Social Sciences | Modern College of Business & Science | Muscat, Oman

Experience includes:

- Teach and design Humanities and Social Science courses, including literature, psychology, writing, media, and public speaking.
- Develop and implement syllabi, course materials, and assessment tools.

- Create instructional materials, such as videos and PowerPoint presentations, and design remedial activities for underperforming students.
- Conduct and grade continuous assessments and exams and advise students on educational goals and strategies.

MAY – JUN 2023, MAY – JUN 2022, NOV – JAN 2022, & MAY – JUN 2021

Acting Head of General Education Department | Modern College of Business & Science | Muscat, Oman

Experience included:

- Served as a vital figure available to address questions, concerns, and communications from students, faculty, staff, parents, with the expectation of a resolution of issues at the department/area level.
- Represented, promoted, and increased awareness of the department both internally and externally through initiatives, e.g. giving an overview of the department at the Post Foundation Orientation Program.
- Provided valuable insight and input in the strategic planning process of the College 2021 – 2022.
- Organized and conducted interviews for potential lecturers to teach at the department.
- Carried out annual staff appraisals.

SEPTEMBER 2011 – SEPTEMBER 2013

ESL Lecturer at Center for ESL & Academic Preparation | Modern College of Business & Science | Muscat, Oman

Role included:

- Taught academic writing to first-year students and assessed their assignments.
- Coordinated cultural events with Fulbright Fellows and created instructional materials, including videos and presentations.
- Delivered ESL/TEFL lessons, developed curriculum, and utilized diverse teaching methods.
- Prepared and graded assessments, implemented remedial programs, and participated in staff meetings and professional development workshops.

Academic Committee

CHAIR SINCE OCTOBER 2023

Academic Integrity Committee | Modern College of Business & Science | Muscat, Oman

- Evaluate and improve the Academic Integrity policy, ensuring it aligns with ICAI guidelines.
- Apply policy principles to cases and manage academic misconduct fairly.
- Educate faculty, staff, and students on academic integrity and collaborate on related initiatives.
- Identify best practices, assess student attitudes, and report on policy implementation.

OCTOBER 2022 – PRESENT

Community Engagement and Outreach Committee | Modern College of Business & Science | Muscat, Oman

- Current Member of the committee

- Reviewing and developing policies and strategies related to community engagement, education, training, and marketing.

NOVEMBER 2021 - PRESENT

Policy Management Committee | Modern College of Business & Science | Muscat, Oman

- Review and draft policies according to the Policy Development and Implementation guidelines.
- Consult with stakeholders and submit drafts for approval.
- Update the Policy and Procedures Manual with new or revised policies.
- Promote ethical behavior and academic integrity.

OCTOBER 2020 – OCTOBER 2021

Academic Advisory and Student Support Committee | Modern College of Business & Science | Muscat, Oman

- Provide academic, psychological, and social support to undergraduate students throughout their academic journey.
- Raise awareness about the importance of meeting with advisors and reporting health or psychological issues to the Department of Student Affairs.
- Guide students toward self-learning and goal attainment and connect them with career guidance and support for "at-risk" students.
- Offer information on institutional policies, academic rules, and procedures.

Institutional Activities & Services

SEPTEMBER 2011 – PRESENT

Student Advisor of General Education Department | Modern College of Business & Science | Muscat, Oman

- Clarify registration issues to new students and advise on what to register for and why.
- Explain the program to students and highlight the requirements and key information.
- Offer advice to students on how to choose their major, time management, and study skills.
- Assist students solve any issues of difficulties they face during their academic journey.

Institutional Contributions & Achievements

Some of my contributions to MCBS:

Tasks	Date
Translated national day poem. Poem was displayed on campus and shown on Oman TV as part of the National Day celebrations.	18 th November 2020
Published an article in Times of Oman titled Online Learning at the Modern College of Business and Science: A Story of Success.	3 rd December 2020

- Moderated MCBS Chronicles webinars 9th December 2020- Present
- As co-supervisor of the Arabic Literature Club, organised World Arabic Language Day. Arranged to have snacks and a movie screen to be set up to watch a classic Arabic film: *Destiny*. 20th December 2020
- Selected to supervise the National Debate Team and prepare them to take part in the competition that was held at national level. 4th February 2021
- Created and designed college Mascot. 20th August 2021
- Organised the second GE forum – Spring 2022- titled: Positioning General Education Courses in Higher Education Institutes: Responding to International Needs and Contemporary Trends. 13th – 14th April 2022
- Delivered two OQF Introductory workshop to faculty members of MCBS. Familiarise faculty from all academic departments with the OQF standards. 10th November 2022 and 2nd January 2023

Technical Skills

Verbal & Written Communication • Leadership • Time Management • Organization • Time Management • Student Assessment • Lesson Planning • Teaching • Curriculum Design • Content Creation • Public Speaking and Presentation

Non-Technical Skills

Critical Thinking • Problem • Flexibility • Team Player • Conflict Resolution • Active Listening • Adaptability • Work Ethic • Lifelong Learning • Collaboration • Interpersonal Skills • Decision Making • Creativity • Empathy

Education

SEPTEMBER 2020 – SEPTEMBER 2024

Ph.D. in Literature, Theology and Religious Studies | University of Glasgow | United Kingdom

Expected to submit in September 2024

SEPTEMBER 2009 – SEPTEMBER 2010

Master of Letters in Modernities (MLitt), Postgraduate Certificate in Literature | University of Glasgow | United Kingdom

NOVEMBER 2020

Learning to Teach Online Certificate | UNSW Sydney (The University of New South Wales) and offered through

Courseera

SEPTEMBER 2006 - JULY 2009

Bachelor of Education in English (B.Ed) | University of Nizwa | Sultanate of Oman

MAY 2004

General Education Diploma (Bilingual) | Al Sahwa Schools | Sultanate of Oman

Lectures & Seminars

Local:

- Invited by the Ministry of Culture to moderate a session hosting renowned international and local translators as part of the DarArab Bait al-Ghasham International Translation Prize, held during the Oman International Book Fair. 25th -26th February 2024

International:

- Guest speaker at Diwan Books Novel Discussion of Sabil al-Ghareq by Reem Bassiouney. 16th Feb 2021
- Delivered an online session at AUC for the Sociolinguistics graduate class titled "Languages of Oman". 3rd October

2021

Linguistic Skills

- ARABIC – MOTHER TONGUE
- ENGLISH – PROFICIENT

Research Interests

- WORLD LITERATURE
- CULTURAL STUDIES
- PHILOSOPHY
- RELIGIOUS STUDIES
- COMMUNICATION
- CRITICAL STUDIES

Presentations & Publications

- Presented at the Second English Language Symposium at Nizwa University under the title: Factors affecting the learning of literature in HEI's: *An Omani perspective* 2023
- Read and reviewed the translated version of the novel *The Fountain of the Drowning: The Path of Land and Sea* 2021

- Published an article titled: '*Awlad al-Nas: Transforming our View of Mamluk Egypt*' in *ArabLit & ArabLit Quarterly - A magazine of Arabic literature in translation* 2021
- Wrote the synopsis for the novel *Sabil al-Ghareq* for it to be adapted into film/series 2020
- Published an article in Arabic titled: '*Sabil al-Ghareq: The Quest for Answers*' 2020
- Creator and Editor in Chief of departmental newsletter: *The Oracle*
Issued 6 newsletters so far. 2020
- *Localising Global Texts in the General Foundation Program in Oman*
Oman International ELT Conference, 18 April 2012 – Sultan Qaboos University, Muscat, Oman 2012
- *A Comparative Reading of Contemporary and Muslim War Fiction*
Unpublished dissertation in fulfilment of master's degree requirements 2010

References

- AS PER REQUEST