

## POSITION DESCRIPTION

**TITLE:** Lecturer

**IMMEDIATE SUPERVISOR:** Head of Program

**DEPARTMENT:** Academic Group

**FUNCTION:** Responsible to the Department Head of Program for preparation, teaching, assessment and coordination of student learning, as required.

### PRIMARY TASKS:

1. Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline
2. Developing and being involved in administrative matters within the Department and within the University
3. Liaising closely with unit coordinators in the partner university to ensure teaching and assessment are conducted in compliance with university guidelines.
4. Ensure assessments and results are finalized in time for sending to university partners
5. Contribute to joint teaching and learning activities such as moderation, materials development and contextualizing and student progress.
6. Conduct research
7. Fostering excellence in teaching within the university and university system
8. Conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions
9. Preparation and delivery of lectures and seminars including marking and assessments
10. Build ongoing innovation in teaching
11. Production of teaching materials for students for courses of relevance
12. Participation in providing liaison with community affairs, particularly those related to the discipline, and in professional, commercial and industrial sectors where appropriate

**LEVEL OF RESPONSIBILITY:** To ensure that teaching and associated duties are carried out to a satisfactory standard.

**DIRECTION/SUPERVISION RECEIVED:** Undertake tasks under general direction and supervision, based on established practices and procedures, provided by the Head of Program.

### SELECTION CRITERIA:

#### Essential:

#### *Business Lecturers*

Formal Qualifications in Management or a related discipline with PhD Degree, with specialization in one of the following areas: Hospitality, Information Technology, Logistics, Banking, Human Resources, Accounting and Financial Management or Marketing.

### *Engineering Lecturers*

Formal Qualifications in Engineering with a PhD in one of the following specializations: Mechanical, Electrical/Electronic, Civil, Marine, Aviation Maintenance, or Oil & Gas Exploration.

*The candidate must have demonstrated capability in:*

- Scholarship and research publications
- Industry experience through research, consultancy, or professional activities.
- Scholarly publication in teaching related conferences
- Ability to design, deliver and appraise courses
- Professional associations

### **Desirable:**

- Level II First Aid certificate.
- Evidence of membership or participation in relevant professional and/or academic associations
- Evidence of senior roles in the wider community.
- Evidence of personal and professional development by courses such as: Leadership, Time Management, Conflict Resolution, Harassment, Crisis Management.

ACK is an equal opportunity employer with high standards of performance in the application of contemporary management practice and principles such as workplace diversity and occupational health and safety.