Villa College QI Campus, Rah Dhebai Hingun,
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މާލެ، ދިވެހިރާއްޖެ

POSITION DESCRIPTION

POSITION	Part-time Lecturer
EMPLOYMENT TYPE	Part-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Faculty of Engineering and Technology
LOCATION	QI Campus
DATE ADVERTISED	14 May 2024
DEADLINE FOR APPLICATION	20 May 2024

BROAD PURPOSE

Delivery of engineering related modules for undergraduate students

Reports to: Head of School, School of Computer Science

CORE RESPONSIBILITIES

- Any teaching hours in excess/addition to the 'Total Authorized lecturer/tutorial hours' must be carried out with proper approvals from the head of the Faculty/Centre
- Tutors/lecturers are required to arrive sufficiently early to allow for any preparation that may be required and not later than five minutes before the tutorial/workshop/lecture is due to commence;
- Preparing for lectures/tutorials or similar
- Preparing and setting of assessments like assignments, test papers or similar, if requested by the Course Coordinator
- Tutors/lecturers are expected to work in allocated time of teaching and assessment and their marking;
- Keeping of registers and records in accordance with the regulations of the college.
- Marking and correcting of students' assignments, test and exam papers if asked by the Course coordinator;
- Teaching is informed by current scholarship in the discipline and makes use of variety of effective learning methods
- Tutors/lecturers are expected to provide teaching support and be responsible where required;
- Tutors/lecturers are also expected to show the satisfactory performance of their duties in taking full responsibility of tutoring/lecturing and assessing in the consultation with the coordinator of teaching course;
- Give sufficient effective feedback to students on performance, assignments and examinations promptly
- Mark assignments and examination papers as per the college policy
- Attending staff meetings and exam invigilation if asked by Course coordinator. Tutor/ lecturer will not be obliged to attend at any time outside those dates and times specified in tutors/lecturer's contract if mutual agreement cannot be reached on such times;

- Ensuring compliance with the quality control and assurance monitoring procedures and college policy and requirements for accreditation.

Education and Experience:

Essential
- Bachelor's Degree and Master's Degree in a related field
- Minimum 2 years of tertiary teaching experience in a related field

Desired
- PhD in a related field would be an added advantage

Skills and Competencies
- Advanced speaking and writing skills in English and Dhivehi
- Proficient knowledge and Skills in use of Microsoft Excel
- Proficient knowledge and skills in use of Microsoft Word
- Good presentation and communication skills
- Excellent time management skills
- Accuracy and attention to detail

Character requirements / general attributes
- Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks
- Attention to detail