

Middlesex University, Mauritius Branch Campus
Associate Lecturer/Lecturer in Computer Science/Computer Networks

Middlesex University seeks to appoint an Associate Lecturer/Lecturer in Computer Science / Computer Networks, to be based at the University's Branch Campus in Mauritius. The position will be full time and involve teaching on the BSc Business Information Systems, BSc Information Technology, MSc Business Information Systems Management and the MSc Computer Networks

The suitable candidate for this position will have:

- A First Degree and a Masters in a relevant subject
- Experience of teaching in Higher Education
- Commitment to developing students as autonomous learners
- The ability to teach Computer Networks and Internetworking, Network Design, Simulation and Performance Evaluation, Virtualisation and Cloud Computing
- A commitment to developing their teaching, research and/or professional practice
- An excellent command of written and spoken English

Please see generic job descriptions below for further details of roles and responsibilities

To apply for this post please complete the application form found on this website and send this with a comprehensive CV to admin@mdx.ac.mu

JOB DESCRIPTION – ASSOCIATE LECTURER

Job Title: Associate Lecturer
Campus: Mauritius

Contract Terms: Three year renewable contract in the first instance

Local terms and conditions apply

Line Manager: Associate Director Academic
Employer: Middlesex University Mauritius Branch Campus (Middlesex International JSS Ltd)

Role Summary:

The role will typically be held by an emerging academic and graduate with a postgraduate or professional qualification in relevant discipline. The role will provide support to academic staff and focus on enhancing the student learning and teaching experience. The Associate Lecturer will work with and as a member of an established academic team.

Overall Purpose

- To facilitate student learning and teaching and learning activities in a variety of learning environments (physical and/virtual).
- To provide appropriate advice and/or support to students to promote effective learning.
- To act as module co-ordinator for UG modules when appropriate

Main responsibilities

Learning and teaching

- Deliver classes/seminars/workshops within an established course and academic team.
- Supervise learning activities, including practical work. Coach students face to face and online and contribute to assessment activities and feedback.
- Develop learning resources and participate in other activities such as visits to internships and invigilation.
- Support IT teaching sessions in other programme areas

Administration and management □

- Maintain student attendance and assessment records as appropriate.
- Contribute to effective and efficient running of IT programmes.

Research, Professional Practice and Scholarly Activity

- Engage in relevant professional practice to support personal development
- Assist with research to support personal and professional development.

Other Duties: The above duties above are not exclusive or exhaustive and working as part of the Campus Team, the post holder will be expected to provide cover and assistance when necessary and participate within the team as requested.

Other tasks that may be required by the Campus Director/Associate Director Academic, with particular reference to major events such as induction, enrolment, examination invigilation and graduation ceremonies, when all staff are expected to participate.

PERSON SPECIFICATION

Post Title: Associate Lecturer

Knowledge, Skills and Experience

Essential Requirements

- Academic qualifications and experience in relevant discipline (normally a postgraduate degree and / or relevant professional qualification).
- Experience of supporting student learning in an educational or professional capacity
- Proven ability to deal sympathetically and supportively to students with an awareness of cultural issues
- Proven ability to organise and prioritise work demands to meet deadlines with a minimum of supervision, and to work proactively within the Campus
- Proven ability to work through heavy workloads, to take independent action and decisions and to take delegated tasks through to completion
- Ability to communicate effectively at all levels, orally and in writing
- Ability to exercise considerable tact and diplomacy
- Excellent written and spoken English

Desirable Requirements

- Experience of UK higher education assessment practices including giving effective feedback
- Understanding of relevant academic professional practice.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Postgraduate Certificate in Higher Education

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

General Functions

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate/as requested by the Head of Campus
- Undertake such duties as may be reasonably be requested by the Head of Campus.

Flexibility

Please note that, given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

Working Environment

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

JOB DESCRIPTION – LECTURER

Job Title: Lecturer
Campus: Mauritius

Contract Terms: Three year renewable contract in the first instance

Local terms and conditions apply

Line Manager: Associate Director Academic
Employer: Middlesex University Mauritius Branch Campus (Middlesex International JSS Ltd)

Overall Purpose:

To work collaboratively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience. Contribute to curriculum development and to the research / knowledge transfer profile of the University, through high quality research, publication and/or professional practice.

Principal Duties:

The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Teaching and Learning

To contribute to learning, teaching, assessment and ongoing curriculum development by involvement as part of a team through:

- the design, preparation and development of module teaching materials;
- the provision of high quality teaching, assessment and support for students' learning on designated modules at all levels;
- the delivery of modules through lectures, seminars, workshops, tutorials and other learning situations;
- assessing modules and preparing and providing feedback;
- participating in the quality enhancement of learning, teaching and assessment activities within the framework of the University's quality enhancement processes and assessment regulations;
- liaise closely with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment;
- invigilation, assessment administration and attending progression boards;
- adopting a reflective approach towards the development of own practice;
- giving effective advice, guidance and feedback to students to support their academic progress and referring students to support services as appropriate;
- the management of own teaching and administrative activities.

Academic Advice

To give advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and operation of the academic structure, detailed understanding of the assessment regulations and procedures and curriculum design principles.

Curriculum Development

- Contribute to and assist in curriculum development and in reviewing and reforming modules, subjects and programmes with Schools.

Leadership, management and administration

- To liaise with and assist others in the administration and management of modules, programmes and other learning activities.
- To contribute to the administration of the academic programme at campus level. This may include undertaking tasks associated with student recruitment, open days, induction and programme planning; involvement in assessment boards, course development teams etc.
- To assume a designated leadership role in the relevant academic area as required. This may include the role of Module Co-ordinator and/or Programme Co-ordinator.
- To undertake personal administrative work, this includes use of University data management and communication systems.

Research, Scholarship and Consultancy

- To undertake personal research and/or scholarly activities and/or consultancy contributing to the Campus and University profile.
- To supervise students' scholarship and research activities.
- To keep abreast of the post holder's subject area.
- To undertake continuous professional development and participate in staff development and training activities to update and enhance skills.

General Functions

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate/as requested by the Head of Campus
- Undertake such duties as may be reasonably be requested by the Head of Campus.

Flexibility

Please note that, given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

Working Environment

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

PERSON SPECIFICATION

Post Title: Lecturer

Campus: Middlesex University Mauritius Campus

Criteria Headings	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Undergraduate degree in relevant discipline • Postgraduate qualification in relevant discipline • Knowledge of research and scholarship in relevant subject areas • Familiar with core curriculum of relevant subject areas 	<ul style="list-style-type: none"> • Doctorate • Professional qualification • Professional teaching qualification
Experience	<ul style="list-style-type: none"> • Some experience of teaching in relevant areas within a HE Institution with evidence of successful learning outcomes or relevant professional experience • Good research record or evidence of research potential or industry experience 	<ul style="list-style-type: none"> • Experience with learning technologies (VLEs) • Experience as Module Leader at either UG or PGT level in a HE Institution • Experience of presentation at academic conferences or similar settings • Evidence of research performance and research outputs of international standard
Skills / Aptitudes/ Competencies	<ul style="list-style-type: none"> • Effective communication, presentation and interpersonal skills • Ability to teach at UG, PG and professional level • Ability to initiate work independently • Ability to support and guide students • Ability to communicate research findings to appropriate audiences 	<ul style="list-style-type: none"> • Excellent presentational skills. • Capable of organising and leading projects (including but not limited to academic programmes).

	<ul style="list-style-type: none">• Ability to prioritize and respond effectively to new situations and problems• Ability and willingness to work as part of a team on teaching programmes and other school/campus initiatives• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector	
--	---	--

