

JOB DESCRIPTION

Part Time Lecturer

Campus: Middlesex University Mauritius
Reporting to: Area Head, Middlesex University Mauritius

Overall Purpose: To operate effectively 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. Contribute to curriculum development and undertake research and/or consultancy.

Principal Duties:

Teaching and Learning

To contribute to teaching and learning through:

- the delivery of modules through lectures, seminars, workshops, tutorials and other learning situations;
- assessing modules, which includes setting and marking assignments and examination papers and preparing and providing feedback;
- invigilation, assessment administration and attending progression boards.

To liaise closely with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment.

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 some knowledge of the rules.

Management and Administration

- To liaise with and assist others in the administration and management of relevant subjects and programmes.
- To contribute to the administration of the academic programmes. This may include undertaking tasks associated with student recruitment, induction and programme planning; involvement in assessment boards.
- To undertake personal administrative work, which includes filing, word processing, and using the student database (MISIS).

Research, Scholarship and Consultancy

- To undertake personal research and/or scholarly activities and/or consultancy contributing to the School and University profile.

- To keep abreast of the postholder'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.
- To undertake any other duties as shall be reasonably requested.

Flexibility

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

Working Environment

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

PERSON SPECIFICATION

LECTURER

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
1 Qualifications / Education	<ul style="list-style-type: none"> • A discipline relevant Masters Degree 	<ul style="list-style-type: none"> • Recognised teaching qualification
2 Experience	<ul style="list-style-type: none"> • Experience in teaching at this level and in this subject area • Experience in using a range of learning, teaching and assessment strategies/methods 	<ul style="list-style-type: none"> • Evidence of production of materials • Relevant experience in business, industry or commerce • Consultancy and/or industrial links with relevant businesses, organisations and educational institutions
3 Skills	<ul style="list-style-type: none"> • Expertise and proven teaching skills • Excellent written and spoken English • Excellent interpersonal and communication skills • Ability to provide academic advice to students 	<ul style="list-style-type: none"> • Capable of teaching a range of subjects associated with the core discipline • Ability to motivate students to become autonomous learners
4 Knowledge	<ul style="list-style-type: none"> • Current practice in HE teaching • Current developments in the subject area 	<ul style="list-style-type: none"> • A good understanding of the essential qualities of British higher

		<p>education (including quality assurance requirements)</p> <ul style="list-style-type: none"> • Mauritius educational culture and regulatory framework • Mauritius teaching experience
5 Personal Qualities	<ul style="list-style-type: none"> • Ability to liaise and communicate effectively with colleagues to ensure quality teaching • Good communication with and care for students • Excellent time and project manager • Being a good team player • Commitment to equal opportunities 	<ul style="list-style-type: none"> • Willingness to contribute to aligned teaching areas outside main subject area
6 Other	<ul style="list-style-type: none"> • Commitment to personal staff development • Flexible approach to the needs of colleagues and requirements of the University 	<ul style="list-style-type: none"> • Commitment to various activities of the University, staff and students