



WORLD BUSINESS SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION FOR LECTURER

1. JOB INFORMATION

Post Title: **LECTURER OF BUSINESS ADMINISTRATION**

Mode: **Full Time**

Ref No: **WUB/WBS/Lec_G1/1_2018**

2. JOB DESCRIPTION

Main Duties and Responsibilities

1. To take responsibility for the development and delivery of learning, teaching materials, and assessment.
2. To ensure that students have an effective learning experience by providing high quality academic guidance.
3. To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.
4. Beside these the candidate is required to -
 - A. Maintain academic discipline, Performance monitoring of junior teachers, Maintain students records in the University management system, Member as a thesis defense panel and thesis supervision committee.
 - B. Prepare and modify the course syllabus and course outlines.
 - C. Conduct research in different areas and publishes findings in scholarly journals.
 - D. Perform academic administration & other activities as required (exam proctoring, viva conducting, registration duty etc.)
 - E. Meet with and reports the activities to the Vice-Chancellor/President of the University/top Management
 - F. Assess students which include setting and marking assignments, class tests and term papers/project works.
 - G. Undertake any other duties as determined by the University of Management and the Vice Chancellor.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Teaching Assistant, Instructors, and Research Associates as appropriate.

PERSON SPECIFICATION FOR LECTURER

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Education / Qualifications | Must have at least a Master degree in Business Administration with 4 years bachelor degree from any recognized University. | Research and relevant publications. PhD candidates are preferred. |
| Teaching Experience | Must have 3 years teaching experience. | Evidence of communication to the wider student experience e. g. in employability/ enterprise initiatives, student welfare. |
| Applied Research | Willingness to conduct research activity. | |
| Job Related Skills and Capabilities | Ability to work independently, to take the initiative, and to innovate ability to identify and secure opportunities for development of the Department/ University. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research. | Evidence of successful external network. |
| Interpersonal Skills | Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team of group. Ability to relate to students with diverse backgrounds, ages and experience. | |

| | | |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Other Requirements | Willing to undertake academic activities in the evening when necessary. Willingness to travel abroad to undertake academic and related activities. | |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.