



DEPARTMENT OF MECHATRONICS ENGINEERING

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

1. JOB INFORMATION

Post Title: **ASSISTANT PROFESSOR OF MECHATRONICS ENGINEERING**

Mode: **Full Time**

Ref No: **WUB/MTE/Asst._Prof_G1/2019**

2. JOB DESCRIPTION

Purpose

1. To commence leadership obligations in teaching, curriculum development and course management supporting the Department's activities in undergraduate and postgraduate teaching on modules.
2. To participate actively in applied research: both in terms of academic publications and income generation research activities, such as use of blended learning and online means of delivery.
3. To undertake project supervision of undergraduate and graduate students and other teaching and learning activities as required by the Department.

Main Duties and Responsibilities

1. To take responsibility for the development and delivery of learning, teaching materials, and assessment. This can include substantial responsibility for the design, enhancement and organization of teaching and learning, for curriculum development, or for the student experience more broadly.
2. To demonstrate innovative approaches to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice, such as use of blended learning approaches in teaching.
3. To ensure that the teaching for which you are responsible is informed by contemporary research in the relevant field and develops the ability of students to engage in debate, critical discourse and rational thinking.
4. To ensure that students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their employability.
5. To reflect critically on the teaching for which you are responsible, implementing improvements, disseminating good practice effectively to others, contributing to quality monitoring and enhancement and to professional accreditation processes as appropriate.
6. To undertake applied research through, as appropriate:
 - A. Contributing actively to applied research groups or communities of practice internally and/or externally.

- B. Making a substantial contribution to delivery of externally-funded projects or contracts
 - C. Disseminating research outputs using a range of media. For example: academic publications, external reports, conference presentations, short courses for knowledge transfer, exhibitions, performances.
 - D. Developing external networks nationally and/or internationally.
 - E. Supervising research students and guiding fellow academics in research activities.
7. To undertake work with a range of external partners and professional bodies/agencies in the home and overseas.
 8. To corroborate linkage with industry and practitioners in the field of discipline
 9. To contribute to the promotion and external profile of the University and adopt a customer/client-focused approach where appropriate.
 10. To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.

11. Beside these –

- A. To 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. Prepares and modifies the course syllabus and course outlines.
- C. Conducts research in different areas and publishes findings in scholarly journals.
- D. Performs 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/Head of Department.
- F. Assesses students which include setting and marking assignments, class tests and term papers/project works.
- G. Undertake any other duties as determined by the Head of Department, 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

Sr. Lecturer, Lecturer, Instructors, and Research Associates as appropriate.

PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Education / Qualifications</p>	<p>Must have a research degree such as PhD or a minimum M.Phil. Degree in the Mechatronics Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Electrical Technology or ground of related fields.</p>	<p>Research and relevant publications.</p> <p>Active membership or fellowship of a professional body such as IEEE or IEB.</p> <p>Recognized teaching qualifications.</p>
<p>Teaching Experience</p>	<p>Must have 05 years teaching experience with 03 years as Sr. Lecturer.</p>	<p>Evidence of communication to the wider student experience e. g. in recruitment/ retention initiatives, in employability/ enterprise initiatives, student welfare.</p>
<p>Applied Research</p>	<p>A growing research profile in the prescribed area supported by evidence of publications or other appropriate output.</p>	<p>Experience of partnership working with external organizations.</p> <p>Evidence of contribution to research group.</p> <p>Or (if from Professional practice background) experience of leading – edge professional practice/ consultancy work including evidence of effective of application of solutions to business/ practice problems, with associated reports or other outputs.</p>
<p>Job Related Skills and Capabilities</p>	<p>Ability to work independently, to take the initiative, and to innovate ability to identify and secure opportunities for development of the Department/ University.</p> <p>Commitment to delivering high quality service to students.</p> <p>Good organizational and management skills.</p> <p>Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.</p>	<p>Evidence of successful external network.</p> <p>Some administrative and organizational experience.</p> <p>Experience of process and systems improvement.</p>

<p>Interpersonal Skills</p>	<p>Effective oral and written communication skills in both individual and group situations.</p> <p>Ability to lead and work as a member of a team of group.</p> <p>Ability to relate to students with diverse backgrounds, ages and experience</p>	<p>Experience of mentoring or supporting more junior or less experienced colleagues.</p>
<p>Other Requirements</p>	<p>Willing to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days.</p> <p>Willingness to travel abroad to undertake academic and related activities.</p> <p>Must have knowledge in initiating and development of laboratory facilities for facilitating teaching and research.</p>	<p>Experience of working abroad or Working in partnership with organizations overseas.</p> <p>Competence in more than one language.</p>

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>.