



WORLD BUSINESS SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

JOB INFORMATION

Post Title: **ASSISTANT PROFESSOR OF BUSINESS ADMINISTRATION**

Mode: **Full Time**

Ref No: **WUB/WBS/Assistant Prof G2(26/07/2017)**

JOB DESCRIPTION

Main Duties and Responsibilities

1. To participate actively in teaching using innovative pedagogical styles linked with use of information technology.
2. To take responsibility for the development and delivery of learning, teaching materials, and assessment.
3. To ensure that students have an effective learning experience by providing high quality academic guidance.
4. To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.
5. 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.
6. To demonstrate innovative approaches to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice.
7. Beside these the candidate is required to -
 - A. Maintain academic discipline, perform monitoring of junior teachers, maintain students records in the University management system, and act as 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.
8. To undertake applied research through, as appropriate:
- A. Contributing to innovative design, development and delivery of a range of courses at various levels.
 - B. Making a substantial contribution to curriculum design and delivery comply with the University quality standard and regulations, and be responsible for quality, audit and other external assessments.
 - C. Regularly review and update curriculum content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.
 - D. Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide timely and constructive feedback to students.
 - E. Actively maintain an understanding of appropriate pedagogy in the subject area.

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

Senior Teaching Fellow, Teaching Fellows Sr. Lecturer, Lecturer, Instructors, and Research Associates as appropriate.

PERSON SPECIFICATION FOR ASSISTANT PROFESSOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Must have a Master degree in Business Administration or related subjects with 4 years bachelor degree from any recognized University.	Research and relevant publications. PhD candidates are preferred.
Teaching Experience	Must have 7 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.	
Learning Support	Must be able to engage in subject, professional, and pedagogic as well as other scholarly activities relevant to	Experience of leading – edge professional practice/ consultancy work including evidence of effective of

	<p>the role.</p> <p>Be capable of developing and applying innovative and appropriate teaching techniques and material, which create interest, understanding and enthusiasm amongst students.</p> <p>Undertake curriculum design and deliver material across a range of programmes of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required.</p> <p>Should have supervised Masters and UG student projects, field trips and, where appropriate, placements.</p> <p>Be capable of conducting academic duties (i.e. setting examination questions, marking, and invigilation and pastoral support of students) required to sustain the delivery of high quality teaching.</p>	<p>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,</p>	<p>Experience of process and systems improvement.</p>

	learning and applied research.	
Interpersonal Skills	<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>
Other Requirements	<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>Be able to contribute to the efficient management and administration of the Department, by performing administrative duties as allocated by the Chair and by taking on appropriate Departmental responsibilities. Such duties may include, for example, Senior Tutor or Head of Teaching Programme.</p> <p>Must have leadership qualities such as to act as course leader or equivalent, by for example, co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans.</p>	<p>Experience of working abroad or Working in partnership with organizations overseas.</p> <p>Competence in more than one language.</p> <p>Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.</p> <p>Act as a personal mentor to peers and colleagues.</p>

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.