



## **WORLD BUSINESS SCHOOL**

### **JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSOCIATE PROFESSOR**

#### **1. JOB INFORMATION**

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

Mode: **Part Time**

Ref No: **WUB/WBS/Asso\_Prof//2019**

#### **2. JOB DESCRIPTION**

##### **Purpose**

To teach only courses as assigned by the University.

##### **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 students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their employability.
4. Prepare and modify the course syllabus and course outlines.

**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**

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

**PERSON SPECIFICATION FOR ASSOCIATE PROFESSOR**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	Must have a research degree such as PhD, DBA or a minimum M.Phil. or MRES degree.	PhD and relevant publications.  Active membership or fellowship of a professional body.  Recognized teaching qualifications.
<b>Teaching Experience</b>	Must have 10 years teaching experience or 17 years for candidates with no PhD / DBA.	Evidence of communication to the wider student experience e. g. in recruitment/ retention initiatives, in employability/ enterprise initiatives, student welfare.
<b>Job Related Skills and Capabilities</b>	<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>
<b>Interpersonal Skills</b>	<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>	Experience of mentoring or supporting more junior or less experienced colleagues.
<b>Other Requirements</b>	Willing to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as	Experience of working abroad or Working in partnership with organizations overseas.

	recruitment days.  Willingness to travel abroad to undertake academic and related activities.  Must have knowledge in initiating and development of laboratory facilities for facilitating teaching and research.	Competence in more than one language.
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**Instructions**

For further information, please send your enquiries to the Registrar at [registrar@wub.edu.bd](mailto:registrar@wub.edu.bd). An online application forms must be filled from <http://jobs.wub.edu.bd>.