|  |  |
| --- | --- |
| **Job Description** |  |

|  |  |
| --- | --- |
| Job Title: | Lecturer |
| School: |  |
| Grade: | 1.0 Lecturer (Teaching only) |
| Annual Gross Salary: | €31.500 |
| Responsible to: | Head of School |
| Job Purpose  To support the academic development, course administration and management, teaching, and academic marketing of programmes within the School | |
| Main Duties and Responsibilities:   1. Lecturing at all levels of the academic programmes in the School 2. To support the academic objectives in the School through teaching, course leadership, and income generating activities 3. To act as module leader for a number of identified modules. 4. To undertake administrative duties relevant to module leadership (administer course registers, assessment records, learning programmes and other records). 5. To engage with the recruitment of students onto courses and to provide appropriate advice on progression and career opportunities. 6. To adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced. 7. To contribute to the development of the School’s commercial activities, including consultancy, training and funded projects. 8. To support any knowledge transfer activities as part of a team 9. To develop and consolidate contacts with industry/ employers and other external organisations 10. To undertake any other duties relevant to the School’s activities and commensurate with the level of the post, as directed by the Head of School. | |

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Signature :** |  |

|  |  |
| --- | --- |
| **Person Specification** |  |

|  |  |
| --- | --- |
| Job Title: | Lecturer (Teaching Only) |
| School: |  |
| Grade: | 1.0 Lecturer |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Measured by:** |
| Work Experience | Experience of higher education | Experience of teaching in a higher education environment  Previous experience in teaching online students at university level | Application form, interview |
| Education / Qualifications | A good honours degree or equivalent in a relevant area.  PhD in relevant area | A relevant Masters qualification  Formal teaching qualification (such as PG Cert in Learning and Teaching in Higher Education) or Fellow of the Higher Education Academy, or equivalent | Application form |
| Skills / Abilities | Ability to teach and supervise dissertations up to Masters level  Flexible and innovative approach to teaching and learning  Ability to undertake research/knowledge transfer  Ability to work on own initiative as well part of team  IT literate with knowledge of Microsoft Power Point and WebCT (or equivalent)  Willingness to enrol on and achieve a recognised teaching qualification (SD2 of the HEA) as part of staff development  Fluency in written and spoken English language | An ability to contribute to commercial activities and income generation  An ability to contribute to the enhancement of research within the School  Knowledge of UK and Cypriot current higher education and practices  High level of IT skills in context of e-learning, including WebCT or equivalent.  Willingness to travel internationally  Fluency in the Greek Language | Application form, interview and presentation |
| Personal Details | Excellent presentation and communication skills  Commitment to the University’s Mission Statement | Active member of relevant professional body as appropriate | Application form, interview |