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

|  |  |
| --- | --- |
| Job Title: | 1.0 Assistant Professor  |
| School: | School of Business & Management  |
| Grade: | Assistant Professor |
| Responsible to: | Head of School |
| Job Purpose: To contribute to, and lead in, the areas of course delivery, course management and course development in the School. To undertake research and knowledge transfer through scholarly activities. To undertake specific course leader responsibilities in related programmes, as appropriate. |
| Main Duties and Responsibilities:1. Lecturing at all levels of the academic programmes in the School including Masters programmes.
2. To engage in course developments
3. Make a major contribution to achieving the academic objectives of the School through scholarly activity, research outputs and knowledge transfer activities.
4. Undertake significant administrative, course development and course leadership responsibilities. Act as module tutor for a number of identified modules. Administer course registers, assessment records, learning programmes and other records.
5. Engage with the recruitment of students onto courses, and provide appropriate advice on progression and career opportunities.
6. Develop and consolidate contacts with relevant external organisations.
7. Adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.
8. Attend local and national events on behalf of the University, in order to promote the University and its courses, and to enhance the institutional, departmental and divisional profile.
9. Carry out other duties as outlined by the Head of School
 |

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

|  |  |
| --- | --- |
| Job Title: | 1.0 Assistant Professor |
| School: | School of Business & Management  |
| Grade: | Assistant Professor |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Measured By** |
| Work Experience | Experience of teaching in higher education A record of research output such as referred publications, conference presentations and grant capture | Experience of liaising with external organisationsCourse leadership experienceExperience of supervision of postgraduate and research students | Application Form, Interview  |
| Education/Qualifications | A good honours degree or equivalent in a relevant areaPhD in relevant area | A relevant Masters qualificationFormal teaching qualification (such as PG Cert in Learning and Teaching in Higher Education) or Fellow of the Higher Education Academy, or equivalent | Application Form |
| Knowledge/ Skills and Abilities | Flexible and innovative approach to teaching Excellent presentation and communication skillsAbility to work on own initiative as well part of teamExcellent networking skillsIT literate with knowledge of Microsoft Power Point and eLearn (or equivalent)Ability to teach and supervise dissertations up to Masters levelAbility to undertake research/knowledge transferFluency in the English language | An ability to contribute to the research culture within the School. An ability to contribute to commercial activities and employer engagementAn ability to contribute to research within the SchoolKnowledge of UK and Cypriot current higher education and practicesHigh level of IT skills in context of e-learning, including eLearn or equivalent.Fluency in the Greek Language | Application Form, Interview and Presentation |
| Personal Details | A professional approach to administrative duties.Flexible and innovative approach to teaching and learning Willingness to enrol on and achieve a recognised teaching qualification (SD2 of the HEA) as part of staff developmentCommitment to the University’s mission statement and Vision | A willingness to engage in international activity on behalf of the UniversityWillingness to travel internationally | Application Form and Interview |