

# Job Description

<b>Job Title:</b>	Lecturer
<b>School:</b>	
<b>Grade:</b>	0.5 Lecturer
<b>Annual Gross Salary:</b>	€17,500
<b>Responsible to:</b>	Head of School
<b>Job Purpose:</b>	
To contribute to the academic development, course management, teaching, research development within the School	
<b>Main Duties and Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Lecturing at all levels of the academic programmes in the School</li> <li>2. To make a contribution to achieving the academic objectives in the School through teaching, research and income generating activities</li> <li>3. To act as module leader for a number of identified modules.</li> <li>4. To undertake administrative duties relevant to module leadership (administer course registers, assessment records, learning programmes and other records).</li> <li>5. To engage with the recruitment of students onto courses and to provide appropriate advice on progression and career opportunities.</li> <li>6. To adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.</li> <li>7. To contribute to the development of the School's commercial activities, including consultancy, training and funded projects.</li> <li>8. To participate in research as an individual or part of a team</li> <li>9. To develop and consolidate contacts with industry/ employers and other external organisations</li> <li>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.</li> </ol>	

<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

## Person Specification

Attributes	Essential	Desirable	Measured by:
Work Experience	Experience in teaching and in research at an academic level.	Previous experience in online teaching at university level	Application form, interview
Education / Qualifications	<p>A good honours degree or equivalent in a relevant area.</p> <p>A relevant Master's qualification</p> <p>PhD from a recognised University in a relevant area.</p>	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	<p>Ability to teach and supervise dissertations up to master's level</p> <p>Flexible and innovative approach to teaching and learning</p> <p>Ability to undertake research/knowledge transfer</p> <p>Ability to work on own initiative as well part of team</p> <p>IT literate with knowledge of Microsoft Power Point, MS Teams and WebCT (or equivalent)</p> <p>Willingness to enrol on and achieve a recognised teaching qualification (SD2 of the HEA) as part of staff development</p>	<p>An ability to contribute to commercial activities and income generation</p> <p>An ability to contribute to the enhancement of research within the School</p> <p>Knowledge of UK and Cypriot current higher education and practices</p> <p>High level of IT skills in context of e-learning, including WebCT or equivalent.</p> <p>Willingness to travel internationally</p> <p>Fluency in the Greek Language</p>	Application form, interview and presentation

	Fluency in written and spoken English language		
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