



## **JOB DESCRIPTION FOR ASSISTANT LECTURER IN LANGUAGE AND LITERATURE**

Title:	Assistant Lecturer in Language and Literature
School/Division:	Faculty of Education and Humanities (FEH)
Reports to:	Head of School of Education
Location/Campus:	SINU, Panatina Campus

### **1. SUMMARY OF DUTIES**

The position is responsible for assisting the senior lecturer in tutoring, reviewing and developing, planning & delivering learning experiences to meet course objectives, developing instructional materials, involve in student consultations, managing and maintaining student records, liaising with the Dean and Director of Research and Postgraduate Affairs to carry out research.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1. Teaching and Learning**

- To prepare lesson plans and deliver learning instructions,
- To develop all enrolled class lists.
- To have a good knowledge of the entire syllabus' curriculum.
- To contribute effectively to the department by performing duties in appropriate areas.
- To develop and apply innovative and appropriate teaching techniques and materials that create interest, understanding and enthusiasm amongst students.
- To transfer knowledge including practical skills, methods and techniques.
- To ensure that course design and delivery comply with the quality standards and policy regulations of the University.
- To participate in Programme self-reviews and minor reviews and development of courses.
- To participate in the school Outreach Programs.
- To write, prepare and mark assignments and examinations and provide feedback to students on time.
- To ensure that the teaching content and methods of delivery are per equal opportunities, and respond to issues relating to staff and student needs.
- To monitor and maintain a print stock level and current master copies for printing



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### **2.2. Research**

- To determine relevant research objectives and prepare research proposals related to the course.
- To assist in aided Projects
- Liaise with the Director of Research Postgraduate Affairs and other SINU staff scholars to assist in research proposals.
- To identify sources of funding and carry out research relevant to the basic purposes of the University.
- To write or contribute to publications or disseminate research findings
- Carry out consultancy work for school, national level and regional level
- To make presentations or exhibitions at national and international conferences and other similar events.
- To maintain current University information practices.

### **2.3. People Management and Teamwork**

- To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster cooperation.
- Regular contact and liaison with students to teach and provide support.
- To provide academic leadership to those working within programme areas, as Assistant lecturer or equivalent,
- To assist in the work of a team by agreeing to objectives and adhering to work plans.
- To act as a personal mentor to students and colleagues.
- To lead small workgroups within specific areas of responsibility.
- To ensure that teams within the department work together effectively.
- To act to resolve conflicts within and between teams.

### **2.4. Student & Staff Counselling**

- To be responsible for dealing with referred issues for students within their educational programs.
- To act as a personal tutor, giving first-line support.
- To provide first-line support for colleagues, referring them to sources of further help if required.
- To monitor the course and student performance by requesting feedback and providing advice
- To maintain Health and Safety in programs for the University.

## **3. PROBLEM SOLVING AND IMPACT**

- To resolve problems affecting the delivery of courses per University policy and regulations.
- To contribute to decisions, which have an impact on other related courses.
- To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of innovative ideas.



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### **4. RESOURCE MANAGEMENT**

- To contribute to the overall management of the department in areas such as budget management and business planning.
- To participate in departmental-level strategic planning
- To contribute to the management of quality, audit and other external assessments.

### **5. WORKING ENVIRONMENT**

- To balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.

### **6. DECISION-MAKING AUTHORITY**

- Resolution of student/staff complaints
- Provision of advice to staff
- Allocation of workload for an area within the Faculty and Department
- Development and management of the budget for yearly training delivery requirements.

### **7. MEASURES OF EFFECTIVENESS**

- Class quizzes, practical exercises, exams and course results.
- Teaching notes, aids, and equipment designed and developed.
- Examination papers produced.
- Course Outline completed/reviewed.
- Research reports and publications produced.
- Course Units or Modules for distance education taught, supervised and reviewed
- Course Results, Student Attendance, Morale and Feedback
- Training facilities and resource improvements
- New materials, tools, machines and ideas for training purposes.
- Exam results, evaluation reports from students, Feedback from Faculties

### **8. MINIMUM QUALIFICATIONS REQUIRED**

#### **8.1. Educational Background**

- Master's Degree or Postgraduate degree in the field of Language and Literature plus teaching qualification



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### **Other Requirement:**

- Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MS Excel); and excellent written and verbal communication skills are required.

### **8.2. Experience**

#### **Essential to the Position:**

- More than 5 years of teaching experience, preferably in language and/or literature.
- Published research papers in national and regional journals.
- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different teaching and learning methods.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

### **9. DESIRABLE FOR THE POSITION**

- Experience in conducting quality research in a particular specialism and publishing in recognized international journals.
- Experience in developing and implementing research objectives, projects and proposals.
- Experience in collaboration with college and industry colleagues when developing new curricula.
- Experience in consultancy work with national, regional and international organizations.

### **TERMS AND CONDITION**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Assistant Lecturer under the High Education Stream. The contract is renewable subject to good performance.