



Solomon Islands National University

Job Description

Title	Assistant Lecturer Hospitality
Incumbent Name	
School/Department	Institute of Tourism and Hospitality
Band/Grade	Band 2
Category	Academic
Reporting position	Dean of School
Direct reports	None

Summary of Duties

Expert in own subject area, Assists in Course Development, Plans & delivers learning experiences to meet course objectives, Develops instructional materials, Involved in Student Consultations, Assesses and Maintains students records, Supervises student placements, Carries out research and is involved in Distance Education.

Main Duties and Responsibilities

Key tasks	Teaching and learning <ul style="list-style-type: none">• To assist in delivery learning instructions, prepare Lesson plans,• To assist in development all enrolled class lists.• To have expert knowledge of entire syllabus' curriculum.• To assist in the review of course content and materials on a regular basis, updating when required.• To assist to develop and apply innovative and appropriate teaching techniques and materials that creates 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 regulations of the college• To supervise student projects, field trips and, where appropriate, placements.• To participate in the school Distance Education and Outreach Programs.• To write, prepare and mark assignments and examinations and provide feedback to students.• To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.• To monitor and maintain print stock level and current master copies for printing.
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	<p>Research</p> <ul style="list-style-type: none"> • To determine relevant research objectives and prepare research proposals. • To assist in aided Projects • 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 • To make presentations or exhibitions at national and international conferences and other similar events. • To maintain current professional knowledge <p>Teamwork</p> <ul style="list-style-type: none"> • To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration. • Regular contact and liaison with students to teach and provide support. • To co-ordinate the work of others to ensure that courses are delivered effectively, and/or organize the work of a team by agreeing objectives and work plans. • To act as a personal mentor to students. • To participate teams within specific areas of responsibility. <p>Student & staff counseling</p> <ul style="list-style-type: none"> • To be responsible for dealing with referred issues for students within own educational programs. • To act as personal tutor, giving first line support. • To provide first line support for students, referring them to sources of further help if required. • To monitor course and student performance by requesting feedback and providing advice • To maintain Health and Safety in programs and University as a whole
<p>Dimensions</p>	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To resolve problems affecting the delivery of courses in accordance with University 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 such ideas <p>Resource management</p> <ul style="list-style-type: none"> • 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.

	<p>Working Environment</p> <ul style="list-style-type: none"> • To take responsibility for conducting risk assessments and reducing hazards (depending on 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.
<p>Measures of Effectiveness</p>	<ul style="list-style-type: none"> • Class quiz, 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, Students Attendance, Morale and feedback • Training facilities and resources improvements • New materials, tools, machines and ideas for training purposes. • Exams results, evaluation reports from students. <p>Decision making authority</p> <ul style="list-style-type: none"> • Resolution of student/staff complaints • Provision of advice to staff • Allocation of workload for area • Development of budget for yearly training delivery requirements
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
<p>Qualifications required</p>	<p>Postgraduate Diploma OR Bachelor's degree in relevant field and at least 2 years relevant work experience OR relevant Advanced Diploma with 4 years post Diploma relevant work experience.</p>
<p>Experience</p>	<p>Essential to the position:</p> <ul style="list-style-type: none"> • 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) <p>Desirable for the position:</p> <ul style="list-style-type: none"> • Experience of conducting quality research in a particular specialism and publishing in recognized journals • Experience of developing and implementing research objectives, projects and proposals

	<ul style="list-style-type: none"> • Experience of collaboration with college and industry colleagues when developing new curricula • Masters degree
Most frequent Contacts	Head of Department Students Dean of School

Document History	
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	Name	Signatures	Date
Employee			
HR Officer			
Director HR			



Terms and Conditions for Band 2 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$62,000.00 – SBD\$93,500.00 per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment

Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.