



Solomon Islands National University

Job Description

Title	Assistant Lecturer
Incumbent Name	
School/Division	University Preparatory College
Grade	L2.10.10
Category	Academic
Reporting position	Director – University Preparatory College
Direct Reports	

Summary of Duties

Must have a broad knowledge base in the subject area within global, regional and local contexts; supports or engages in the design, development and production of learning and instructional materials for both face-to-face and Distance & Flexible Learning (DFL) modes in accordance with SINU quality assurance manual; plans and delivers learning instructions and experiences through face-to-face, and as well as through distance delivery mode in accordance with university strategy, policy and procedures; maintains and manages student assessments and records in accordance with SINU Academic Regulations; involves in regular student consultations; participates in academic research and consultancy work; and carries out other duties and responsibilities as assigned by the Director.

Main Duties and Responsibilities

Key tasks	Teaching and learning <ul style="list-style-type: none"> • Prepare, deliver learning instructions and supervise learning activities, including practical skills, methods and techniques, that enrich current knowledge and acquisition of new knowledge in the subject area • Design and administer assessments that effectively measure unit learning outcomes aligned to course learning outcomes, and provide student constructive feedback and guidance in timely manner. • Design and apply appropriate assessment rubrics that provide learners opportunities that contributed to progressive developments of scholastic attributes essential to support higher education learning. • Review unit contents, instructional materials and assessments on regular basis to maintain content quality and relevance. • Engage in overall course review when it is due, or mandated in accordance with SINU quality assurance manual • Design and apply appropriate innovative teaching techniques and
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Dimensions	<p>instructional concepts that create interest, understanding and enthusiasm amongst learners</p> <ul style="list-style-type: none"> • Engage in the design, development, or delivery and assessment of DFL unit instructions, and support its outreach programs respectively • Support learning through tutorial, mentoring or coaching where and when need arises. • Carry out other responsibilities as assigned by the immediate supervisor or Director. <p>Research</p> <ul style="list-style-type: none"> • Participate in research projects and consultancies that improve knowledge and understanding in the relevant discipline, or that contribute or impact positively on relevant public policy. • Carry out research in relevant subject that contribute towards further professional development in higher learning. • Involve in research to keep abreast with new changes and knowledge in the professional field. • Prepare and present conference papers based on research findings • Publish journal articles on research findings. <p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate spirit of teamwork in any endeavor that promote, and facilitate, achievement of institutional goals. • Provide regular student learning support through mentorship and coaching. • Participate in teams within specific areas of responsibility. <p>Student & staff counseling</p> <ul style="list-style-type: none"> • Provide academic counseling to students to ensure high student retention and success. • Provide relevant information on academic programmes and related matters to prospective students and sponsors. • Provide first line of support to students with issues affecting their studies, and refer them to sources of further help, if required. • Monitor unit and student performances through student feedback, and provide relevant support and advice. • Observe and maintain Health and Safety rules within the study environment and during programme activities, at all times. <p>Technical:</p> <p>Problem solving and impact</p> <ul style="list-style-type: none"> • Seek creative solutions to problems affecting the delivery of programme in accordance with relevant university policies. • Contribute to decisions, which have an impact on other related programmes.
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Measures of Effectiveness	Resource management <ul style="list-style-type: none"> Participate in meetings at both department and institutional levels. Contribute to the management of quality, audit, and other external assessments. Contribute to management of resource usage to minimize wastage, and ensure other resources including resource books, equipment and tools are maintained, and are safe and protected from damage and abuse. Working Environment <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). Engage in continuous professional development. Decision making authority <ul style="list-style-type: none"> Contribute in resolving student/staff complaints when necessary. Provide advice and support to staff where applicable. Provision of advice Assist with budget discussions for yearly training delivery requirements
	<ul style="list-style-type: none"> Student academic progress are effectively managed, and unit results submitted in timely manner. Unit learning materials, including unit resource book, student guide, readings, and equipment; for both face-to-face and DFL delivery modes, are designed and developed. Examination papers are prepared, moderated, and printed in timely manner. Unit descriptors are completed/reviewed Units/Modules taught in semester are reviewed and report submitted to Director within the timeframe given. Research reports and publications produced. Participation and contribution in programme review. Students Attendance, Morale and feedback Training facilities and resources improvements Improved learning materials, tools, machines and ideas for training purposes.
General Responsibilities	<ul style="list-style-type: none"> To adhere to the College'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
Qualifications required	Bachelor degree in relevant field, with an overall GPA of 3.0 and above; or a Postgraduate Diploma or Master degree.
Experience	Essential to the position:

Most frequent Contacts	<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 in developing and implementing research objectives, projects and proposals • Experience in education and preferably experience teaching
	Director of UniPrep Unit Coordinators Students Student Academic services SINU Corporate services Ministry of Education Counterparts

Document History

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Signatures

Manager	
Employee	
HRM	