

JOB DESCRIPTION

Title	Assistant Lecturer in Accounting
Faculty	Faculty of Business and Tourism Studies
Reports to	Head of Department/Head of School and Dean of Faculty to Vice Chancellor
Location/Campus	Honiara

Summary of Duties

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

Main Duties and Responsibilities

Teaching and learning

- To deliver learning instructions, prepare Lesson plans,
- To develop all enrolled class lists.
- To have a good knowledge of the entire syllabus curriculum.
- To assist in the review of course content and materials regularly, updating when required.
- 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 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 per equal opportunities, and respond to issues relating to staff and student needs.
- To monitor and maintain the print stock level and current master copies for printing.

Research

- 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 College.
- 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 industrial information practices.

- **People management and teamwork**

- 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 provide academic leadership to those working within programme areas, as lecturers or equivalent,
 - To assist in the work of a team by agreeing to objectives and adhering to work plans.
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- 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.

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 and College as a whole

- To resolve problems affecting the delivery of courses per College 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

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.

Working Environment

- 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.

Decision-making authority

- Resolution of student/staff complaints
- Provision of advice to staff
- Allocation of workload for direct reports

Measures of Effectiveness

- 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, and feedback from the industry.

General Responsibilities

- 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 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
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Qualifications required

- Preferred PhD and Compulsory Master's degrees in Relevant field (Accounting)plus teaching experience

Experience**Essential to the position:**

- 2 to 3 years of teaching experience.
- 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)

Desirable for the position:

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

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Assistant Lecturer or Lecturer 1 position under the Academic and Teaching Stream. The contract is renewable subject to good performance.