

## Position Description

Designation : Lecturer/ Senior Lecturer in Business Administration  
 Reports to : Dean, School of Business  
 Department/ : Perdana University  
 Branch  
 Effective Date :

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## JOB OBJECTIVE

To deliver high quality teaching and learning across a range of subjects for undergraduate and postgraduate degree programmes across the School of Business

## DUTIES AND RESPONSIBILITIES

Specifically the duties of this post will include:

Scope	Lecturer	Additional for Senior Lecturer
Teaching and Learning	<ul style="list-style-type: none"> <li>• Teach on courses at a range of levels within the School</li> <li>• Cross-teaching at other schools</li> <li>• Develop appropriate assessments, supervise, mark, and examine projects, student dissertations and practical work</li> <li>• Provide support and guidance on academic and pastoral issues and act as a Mentor to specified students.</li> <li>• Ready to use new technological developments that support learning and teaching and incorporate them into best practice.</li> <li>• Review and support the development of quality programme content in response to student feedback and new developments in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>• Help to lead undergraduate and postgraduate programmes.</li> <li>• Lead on the review and of programme content.</li> <li>• Develop new programme proposals</li> <li>• Act as a programme leader and coordinate the work of colleagues to ensure programmes</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the development of new programme proposals and the design of teaching.</li> </ul>	
Academic Leadership	<ul style="list-style-type: none"> <li>• Attend relevant meetings, panels and boards to contribute to decision making and develop productive working relationships across teams.</li> <li>• Support departmental activities such as recruitment and admissions, open days and other student events</li> <li>• Carry out feedback for teaching as to better understand student needs and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Head of Department in developing and implementing effective quality assurance procedures</li> <li>• Support and mentor junior colleagues to develop high quality working practices.</li> </ul>
Research and Publication	<ul style="list-style-type: none"> <li>• Actively involved in participation of research at the School and University level</li> <li>• Publish results of research in peer reviewed journals or monographs, or publish/exhibit professional practice.</li> <li>• Look out and prepare proposals and applications to external bodies to secure funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and referee and peer review articles for academic journals and grant applications by research councils or other major funding bodies.</li> <li>• Provide mentoring and supervision to research students and mark and examine their work.</li> <li>• Contribute to the development and implementation of research strategies at the School and University level</li> </ul>

## REQUIREMENTS

- PhD in Business Studies/ Masters in Business Studies with at least 5 years of experience in teaching business courses.
- Membership of relevant Professional bodies, demonstrating professional standing
- Interest for research and publication