



POSITION DESCRIPTION

Job Title : Bahasa Malaysia Lecturer cum MPU Coordinator
Reports To : Dean, School of Foundation Studies
Department/Branch : School of Foundation Studies

DUTIES AND RESPONSIBILITIES:

A. Teaching

1. Capacity to teach Bahasa Malaysia subjects, which are part of the MPU courses.
2. Competence to teach at Diploma and Bachelor degree level.
3. Implement the teaching methods and standards of academic excellence as promulgated by the faculty head for the course or class.
4. Capacity to recommend the purchase of teaching aids, reference books and related supplies for furtherance of the course objectives.
5. Ability to teach on campus, by flexible delivery, and through distance education using online facilities.
6. Ensuring that students have a good understanding of the class rules and performance standards as required for passing the grade.
7. Willingness to engage in curriculum development and innovative teaching practices.
8. Planning, preparing and delivering lessons in accordance with the curriculum.
9. Developing teaching materials such as lectures slides, notes, and tutorials in accordance with the curriculum.
10. Preparing and marking lab reports, quizzes, tests, mid-term exams and final exams.
11. Marking and providing timely and appropriate feedback on students' oral and written work (e.g. presentations, assignments, etc.).
12. Keeping student attendance records and results.
13. Preparing student results for examination boards.
14. Updating the teaching files for quality assurance exercises.

B. MPU Coordination

1. He / She will be tasked to undertake administrative work in coordinating all the MPU courses offer by the School.
2. He / She will be the liaison for the lecturers teaching MPU courses as well as administrators from other Schools.
3. Ensuring the offering of MPU courses to students are according to schedule planned for each programme.
4. Responsible for activities involving organizing and scheduling the academic timetable for all the MPU courses.
5. Responsible in monitoring students' progress for the MPU courses.
6. Providing guidance and advice to students on the MPU courses whenever deemed necessary.
7. Coordinating the preparation and moderation of the examination papers for the MPU courses as well as scheduling the examination timetable.
8. Organising the BOE meeting and preparation of the examinations results for Senate endorsement.
9. Assist in updating the teaching files for all the MPU courses.
10. Responsible for administrating course evaluation to students for all the MPU courses.
11. Provide analysis and summary of the course evaluation as part of the quality assurance and improvement for the MPU courses.
12. Assist in keeping and maintaining all records related to the MPU courses including developing a filing system.

C. Research

1. Engage in original and innovative research and maintain a dynamic research and publication record.
2. Supervise research students at undergraduate and postgraduate levels.

D. Administration

1. Undertake a share of administrative tasks within the programme and/or School/Department.
2. Assist in the implementation of ISO documentation and also ensuring quality compliance.
3. Support and participate in activities organised by the university related to promotion of the programme to the public.
4. Perform such other related duties as may be required from time to time or duties assigned by faculty Dean.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

REQUIREMENTS:

1. Have knowledge on quality compliance in education.
2. Have knowledge of office management systems and procedures.
3. Have proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
4. Pay attention to detail and problem-solving skills.
5. Have excellent/good written and verbal communication skills.
6. Have strong organizational skills with the ability to multi-task.

APPLICATION PROCEDURE:

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my