

PERDANA UNIVERSITY

POSITION DESCRIPTION

Job Title	: Lecturer
Department	: Perdana University School of Occupational Therapy (PUScOT)
Reporting to	: Dean, Perdana University School of Occupational Therapy (PUScOT)
Closing date	: 30 th November 2020

DUTIES & RESPONSIBILITIES

1. To teach at undergraduate and graduate level in areas allocated by the Dean.
2. To supervise, carry out and publish research papers.
3. To contribute to the development, planning and implementation of a high quality curriculum.
4. To engage in development of learning materials, preparing schemes of work and maintaining records to monitor student progress via assessments related to subjects taught.
5. To participate in departmental and university level activities as necessary and required.
6. To participate in the development, administration and marking of exams and other assessments.
7. To provide mentoring sessions for the students.
8. To participate in the administration of the program as necessary, i.e budgeting, establishment plan floor.
9. To carry out clinical activities as needed in the clinic.
10. To visit students at clinical placements.
11. To maintain own continuing professional development.
12. To actively be involved in the promotion of programs offered in the School.
13. To carry out tasks as prescribed by the 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. Bachelor Degree in Occupational Therapy or related field or
2. Preferably Master Degree in related field
3. Bachelor Degree with 2 years working experience in related fields(where such skills are required or that lack master's degree holders)
4. Required to work at Perdana University, Wisma Chase Perdana and / or at designated hospitals, clinics or workplaces associated to Perdana University.
5. Clinical experience would be an advantage.
6. Willingness to travel within Malaysia at designated hospitals allocated to Perdana University.

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