

JOB DESCRIPTION

Job Title : **Lecturer**

Reports To : **Dean, Perdana University School of Business**

Objective

The principal objective of the position may lead and participate in the development, direction, teaching, Facilitation and examining of the undergraduate business teaching programme at Perdana University School of Business (“Discipline area”). The appointee maybe required to teach another Perdana University campuses and locations, within Malaysia.

Principal Duties and Responsibilities

- Contributing to the development, facilitation and delivery of the undergraduate business school teaching programme in the discipline area.
- Organising programmes of instruction, including lectures, tutorials, practical activities and assessment in a discipline area for undergraduate students at Perdana University.
- Liaising closely with the Dean and relevant staff at, Perdana University regarding curriculum development, teaching programmes, examinations, research publication and training programme development.
- Liaising with the Professor / Head of Department and staff at regarding curriculum, examinations and research matters, as appropriate.
- Evaluating and assessing student achievement in formal courses.
- Implementing policies and decisions as determined by the Dean of the School and the Perdana University.
- Advising and mentoring undergraduate students and providing advocacy as appropriate.
- Maintaining records to monitor student progress, achievement and attendance Supporting students by participating in the Personal Tutor system.
- Promoting innovative education technologies as appropriate to support the course content
- As appropriate, pursuing independent research or research collaborations relevant to the undergraduate and post graduate business school.
- Supervisory post graduate thesis and research.
- Preparing subject content for e-learning purposes as requested.
- Ensuring course curricula and materials are kept up-to-date Undertaking overseas assignments as may be required.

- Complying with Malaysian statutory legislation and implementing Perdana University rules and requirements in furtherance of your own and general staff welfare and safety.
- Undergoing programmes of training and development as maybe required from time to time Representing the best interests of Perdana University at all times.
- Performing such other related duties as may be requested from time to time.

Requirements

- Possess a Doctor of Philosophy (PhD) in any business related field.
- Preferably at least 5 years working experience in the education or industrial sector.
- Preferably experience in teaching MBA subjects in areas if Accounting and Finance, Quantitative and Decision Analysis, Managerial Economics and Business Law and Governance.
- Preferably to have teaching permit, professional certificate and certified trainer by HRDF.

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 of the employee to do so by the Chairman of the Board or his nominated person(s).