

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title:	Associate/Assistant Lecturer
1.2	Position Level:	5/6
1.3	Occupational Group:	Academics
1.4	College/OVC:	Sherubtse College

2. MAIN PURPOSE OF THE POSITION:

- a) To teach modules (full load) of B.Sc. Mathematics/Honours programme, and support students within own subject area at least up to the undergraduate level;
- b) Set and mark assessments, and advise students on their progress;
- c) Develop and deploy teaching-learning materials in area of own expertise;
- d) Plan and review own approach to learning;
- e) Take responsibility for organising own activities and for the management of allocated resources;

3. GENERAL ROLES AND RESPONSIBILITIES:

Assistant Lecturer (Position Level 6)

Teaching

- 3.1 Contribute to elements of teaching within clear and established Programmes as conducting tutorial classes or team teaching with a senior lecturer;
- 3.2 Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
- 3.3 Monitor student progress and provide formative feedback;
- 3.4 Assist with the administration and support in marking of assessments;
- 3.5 Assist senior academics with the preparation of module/Programme materials;
- 3.6 Prepare lesson plans and teach full modules by at least the second year at this level;

Research

- 3.7 Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
- 3.8 Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
- 3.9 Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
- 3.10 Contribute to designing and development of research projects for generation of research funds;
- 3.11 Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
- 3.12 Help faculty and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;
- 3.13 Carry out research with senior academics and researchers and contribute to major publications as co-authors;

Services

- 3.14 Contribute as resource persons, coordinators or organizers for various professional

development activities within the College/University as well as for those outside the University;

- 3.15 Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- 3.16 Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- 3.17 Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- 3.18 Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- 3.19 Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
- 3.20 Provide guidance to other staff and students;
- 3.21 Mentor and develop junior colleagues;
- 3.22 Organize and coordinate meetings and discussion related administrative issues in respective department/school/Programme unit;
- 3.23 Assist in the preparation and organization of university/college wide functions; and
- 3.24 Assist in the organization of community services.

(Note: Representative Work Activities for higher position levels would be different from that given above which is specifically for Assistant Lecturer's position)

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- a) Teach and assess ALG101 – Basic Algebra module for the first year B.Sc. Mathematics Students.
- b) Teach and assess CAL205-Advanced Calculus I module for the first year B.Sc. Mathematics Students.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education: M.Sc/ B.Sc Mathematics/ Applied Mathematics

5.2 Experience: Nil

5.3 Knowledge Skills and Abilities:

- a) Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.
- b) Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- c) Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- d) Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- e) Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- f) Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;

