

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1	Position Title:	Assistant/Associate Lecturer
1.2	Position Level:	6/5
1.3	Occupational Group:	Academics
1.4	College/OVC:	Gyalpozhing College of Information Technology

### 2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach mathematics and programming for computer science.
- 2.2 Design and implement module syllabus, assessment using modern industry competency based pedagogy.
- 2.3 Develop and supervise real industry projects.
- 2.4 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs, and international exchange programs.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### 3.1 Teaching

- a) Develop and deliver a comprehensive curriculum on mathematics for computer science covering some of the topics such as Statistical Programming, Programming for Discrete Mathematics and Linear Algebra.
- b) Develop and deliver effective lesson plans that meet course objectives and academic standards.
- c) Contribute to curriculum development and the design and revision of programme units in the subject area.
- d) Provide students with instructional materials, including handouts, presentations, and multimedia resources.
- e) Assess and evaluate student performance through tests, quizzes, assignments, and projects.
- f) Foster a positive and engaging learning environment that encourages student participation and active learning.
- g) Provide academic and career guidance to students, including advising on career paths and job opportunities.
- h) Keep up to date with advances of mathematics in computer science and industry trends.
- i) Collaborate with other faculty members to integrate computer science technology and interactive design principles into other courses and programs.
- j) Contribute to the development or improvement of approaches to teaching-learning and assessment in the subject area.
- k) Participate actively in the development of the discipline's teaching-learning and assessment strategies.
- l) Contribute to the organisation of wider area of work.
- m) Advise others (particularly those at the entry level) on aspects of teaching-learning and assessment.
- n) Take responsibility for the effective management of allocated resources.

### **3.2 Research and Innovation**

- a) Generate fund for the University through research projects, consultancies and advice.
- b) Supervise research projects and dissertation where these are part of the programme(s) of study.
- c) Contribute to design of research projects and define methods such as conducting surveys and focused interviews.
- d) Carry out literature searches within pre-specified parameters.
- e) Run analysis/interpreting data using specified and agreed techniques/models.
- f) Prepare summary reports of research methods/findings.
- g) Contribute to dissemination and publication of research findings; and
- h) Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

### **3.3 Services**

- a) Contribute as resource persons, coordinators, or organizers for various professional development activities within the College/University as well as for those outside.
- 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 operation 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; and
- g) Provide guidance to other staff and students.

- 4. SPECIFIC ROLES AND RESPONSIBILITIES:** Teach computer science or interactive design related modules.

### **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

- 1. Education:** A Bachelor or Master's degree in Mathematics, or a related field.
- 2. Experience:** Experience in teaching or working in related field is preferred, but not mandatory.
- 3. Knowledge Skills and Abilities:**
  - a. Ability to demonstrate a high level of commitment to teaching.
  - b. Ability to listen and be open to multiple views, perspectives, and feedback
  - c. Engagement in continuous learning and development, and commitment to continuous improvement by way of recognizing to change personal, interpersonal, and managerial behavior
  - d. Sound skills in research, analysis, and dissemination of knowledge mainly by way of publication
  - e. Ability to master a particular field of specialization and provide excellent learning outcomes among the students