**ROYAL UNIVERSITY OF BHUTAN**
**GYALPOZHING COLLEGE OF INFORMATION TECHNOLOGY**
**POSITION PROFILE**

## 1.   JOB IDENTIFICATION
1.1   Position Title              : Associate Lecturer
1.2   Position Level             : 5
1.3   Discipline                  : Data Science
1.4   Occupational Group       : Academic
1.5    Requirement             : 1
1.6   College/OVC              **:** Gyalpozhing College of Information Technology
1.7    Mode of Employment     : Regular

## 2.    MAIN PURPOSE OF THE POSITION:
2.1   Plan and teach modules related to data science, artificial intelligence, and data cryptography.
2.2   Design and implement assessment items
2.3   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
3.1.1   Teach and instruct students at the undergraduate level on various aspects of data science, artificial intelligence, and data cryptography, including practical implementation of this knowledge through programming. Experience and working knowledge of Python programming will have an added advantage.
3.1.2   Be able to reach soft skills modules.
3.1.3   Develop and deliver effective lesson plans that meet course objectives and academic standards.
3.1.4   Contribute to curriculum development and the design and revision of program units in the subject area;
3.1.5   Provide students with instructional materials, including handouts, presentations, and multimedia resources.
3.1.6   Assess and evaluate student performance through tests, quizzes, assignments, and projects.
3.1.7   Foster a positive, engaging learning environment that encourages student participation and active learning.
3.1.8   Provide academic and career guidance to students, including advising on career paths and job opportunities.
3.1.9   Keep up-to-date with advances in video production technology, techniques, and industry trends.
3.1.10  Contribute to developing or improving approaches to teaching-learning and assessment in the subject area.
3.1.11  Participate actively in developing the discipline's teaching-learning and assessment strategies.
3.1.12  Contribute to the organisation of a wider area of work.

3.1.13 Advise others (particularly those at the entry-level) on aspects of teaching-learning and assessment.
3.1.14 Take responsibility for the effective management of allocated resources.
3.1.15 Guide students in projects.

**3.2     Research and Innovation**
3.2.1   Generate funds for the University through research projects, consultancies, and advice;
3.2.2   Supervise research projects and dissertations here these are part of the program (s) of study;
3.2.3   Contribute to the design of research projects and define methods such as conducting surveys and focused interviews;
3.2.4   Carry out literature searches within pre-specified parameters;
3.2.5   Run analysis/interpreting data using specified and agreed on techniques/models;
3.2.6   Prepare summary reports of research methods/findings;
3.2.7   Contribute to the dissemination and publication of research findings; and
3.2.8   Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including a few in reputed journals.

**3.3     Services**
3.3.1   Contribute as a resource person, coordinator, or organizer for various professional development activities within the College/University as well as for those outside.
3.3.2   Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
3.3.3   Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
3.3.4   Contribute to the operation of the University by participating in decision-making and governance including committees or task forces as appropriate, at College and/or University level;
3.3.5   Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
3.3.6   Coordinate the organization of conferences, seminars, workshops, and working with relevant experts in the area of specialization; and
3.3.7   Guide other staff and students.

 4.     **SPECIFIC ROLES AND RESPONSIBILITIES:**
 4.1   Teach applied data science, artificial intelligence and data cryptography, and other soft skills-related modules.
 4.2   Practical knowledge of programming in the above areas.
 4.3   Serve as the advisor to various clubs.


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

**5.1  Education:** *A master's degree in Applied Mathematics and applied Data Science.*

**5.2  Experience:** *Relevant experience will be recognized as per the lateral entry criteria.*

**5.3    Knowledge Skills and Abilities:**
- Ability to demonstrate a high level of commitment to teaching
- Ability to listen and be open to multiple views, perspectives, and feedback
- Engagement in continuous learning and development, and commitment to continuous improvement by way of recognizing a change in personal, interpersonal, and managerial behaviour
- Sound skills in research, analysis, and dissemination of knowledge mainly by way of publication
- Ability to master a particular field of specialization and provide excellent learning outcomes among the students