

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

1. JOB IDENTIFICATION

- 1.1 Position Title : Assistant/Associate Lecturer
- 1.2 Position Level : 6/5
- 1.3 Discipline : Videography and Photography
- 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 photography and videography.
- 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 photography, and video production, including camera operation, lighting, sound recording, and editing.
- 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 photography, videography, and other soft skills-related modules.
- 4.2 Serve as the advisor to various clubs.

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

5.1 Education: *A bachelor's/master's degree in Video Production, Film, Media Studies, or Mass Communication.*

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