

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1. **Position Title:** Lecturer/Associate Lecturer/Assistant Lecturer

1.2. **Position Level:** 4/5/6

1.3. **Occupational Group:** Academics

1.4. **College/OVC:** Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

Undertake academic teaching of at least two modules at the Undergraduate/Diploma level within the IT department, focusing on providing high-quality instruction and support to students while also contributing to the research, innovation, and service activities of Jigme Namgyel Engineering College.

3. GENERAL ROLES AND RESPONSIBILITIES:

Teaching

- Teach at least two modules (full-time) in a semester and support students within their subject areas;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy learning-teaching materials in the area of own expertise;
- Plan and review your approach to learning;
- Take responsibility for organizing own activities with optimum utilization of allocated resources.
- 

Research and Innovation

- Generate funds for the University/College through research projects, consultancies, and services;
- Supervise research projects and dissertations where these are part of a programme(s) of study;
- Carry out literature searches within pre-specified parameters;
- Collect/organize/analyze/interpret data using specified and agreed techniques/models;
- Prepare summary report of research methods/findings;
- Contribute to the dissemination and publication of research findings.

## **Services**

- Contribute as a resource person, coordinator, or organizer for various professional development activities within the College/University as well as for those outside;
- Participate in developing and promoting a clear vision of the College's strategic direction;
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- Contribute to the running of the University by participating in decision-making and governance including committees or task forces as appropriate, at the college and/or University level;
- Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- Coordinate the organisation of conferences, seminars, workshops, and/or working with relevant experts in the area of specialization;
- Guide other staff and students;
- Organize and coordinate meetings and discussions related to administrative and managerial issues in respective departments/school/programme units;
- Assist in the preparation and organisation of university/college-wide functions;
- Assist in the organisation of community services.

## **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

Teaching and assessment of the following modules:

Digital Art and Design, Digital Marketing and Product Advertisement, Visual Effects, 2D Design and Animation, Texturing, 3D Animation, Script and Screenwriting, Storytelling and Storyboarding, and Multimedia Postproduction and Editing

The specific tasks involve:

- i. Offering academic support and guidance to students, including advising on coursework, projects, and career paths.
- ii. Maintaining accurate records of student attendance, performance, and grades.
- iii. Collaborating with colleagues to align teaching strategies and ensure consistency across modules.
- iv. Staying updated with advancements in the field and integrating relevant changes into course content and delivery.
- v. Engaging in continuous self-assessment and improvement of teaching practices to enhance student learning outcomes.

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

**5.1. Education:** M.Sc./B.Sc. in Multimedia and Animation/Multimedia and Gaming/Graphic Design/Animation/Multimedia, Animation and Graphic Design/BCA in Gaming and Graphics.

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

### **5.3. Knowledge, Skills, and Abilities:**

- Ability to demonstrate a high level of commitment to learning and teaching
- Ability to listen and be open to multiple views, perspectives, and feedback
- Sound skills in research, analysis, and dissemination of knowledge by way of publication and presentation
- Ability to master a particular field of specialization and provide excellent learning outcomes among the students
- Flexibility to adapt teaching methodologies and materials to meet the diverse learning needs of students, and to stay up-to-date on emerging trends and technologies in the field of IT.