

JOB DESCRIPTION

Job Title: Lecturer in Accounting
Campus: Mauritius
Contract Terms: Permanent
Local terms and conditions apply
Line Manager: Academic Head
Employer: Middlesex University Mauritius (Middlesex International Mauritius Ltd)

Overall Purpose:

To work collaboratively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience. Contribute to curriculum development and to the research / knowledge transfer profile of the University, through high quality research, publication and/or professional practice.

Principal Duties:

The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Teaching and Learning

To contribute to learning, teaching, assessment and ongoing curriculum development by involvement as part of a team through:

- the design, preparation and development of module teaching materials;
- the provision of high quality teaching, assessment and support for students' learning on designated modules at all levels;
- the delivery of modules through lectures, seminars, workshops, tutorials and other learning situations;
- assessing modules and preparing and providing feedback;
- participating in the quality enhancement of learning, teaching and assessment activities within the framework of the University's quality enhancement processes and assessment regulations;
- liaise closely with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment;
- invigilation, assessment administration and attending progression boards;
- adopting a reflective approach towards the development of own practice;
- giving effective advice, guidance and feedback to students to support their academic progress and referring students to support services as appropriate;
- the management of own teaching and administrative activities.
- Supervision of undergraduate and/or postgraduate dissertation students.

Academic Advice

- To give advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and

operation of the academic structure, detailed understanding of the assessment regulations and procedures and curriculum design principles.

Curriculum Development

- Contribute to and assist in curriculum development and in reviewing and reforming modules, subjects and programmes with Schools.

Leadership, management and administration

- To liaise with and assist others in the administration and management of modules, programmes and other learning activities.
- To contribute to the administration of the academic programme at campus level. This may include undertaking tasks associated with student recruitment, open days, induction and programme planning; involvement in assessment boards, course development teams etc.
- To assume a designated leadership role in the relevant academic area as required. This may include the role of Module Co-ordinator and/or Programme Co-ordinator.
- To undertake personal administrative work, this includes use of University data management and communication systems.

Research, Scholarship and Consultancy

- To undertake personal research and/or scholarly activities and/or consultancy contributing to the Campus and University profile.
- To supervise students' scholarship and research activities.
- To keep abreast of the post holder's subject area.
- To undertake continuous professional development and participate in staff development and training activities to update and enhance skills.

General Functions

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate/as requested by the Head of Campus
- Undertake such duties as may be reasonably be requested by the Head of Campus.

Flexibility

Please note that, given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

Working Environment

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

PERSON SPECIFICATION

Post Title: Lecturer in Accounting

Campus: Middlesex University Mauritius Campus

Criteria Headings	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • Undergraduate degree in relevant discipline • Postgraduate qualification in relevant discipline • Knowledge of research and scholarship in relevant subject areas • Familiar with core curriculum of relevant subject areas 	<ul style="list-style-type: none"> • Doctorate • Professional qualification • Professional teaching qualification
Experience	<ul style="list-style-type: none"> • Some experience of teaching in relevant areas within a HE Institution with evidence of successful learning outcomes or relevant professional experience • Good research record or evidence of research potential or industry experience 	<ul style="list-style-type: none"> • Experience with learning technologies (VLEs) • Experience as Module Leader at either UG or PGT level in a HE Institution • Experience of presentation at academic conferences or similar settings • Evidence of research performance and research outputs of international standard
Skills / Aptitudes/ Competencies	<ul style="list-style-type: none"> • Effective communication, presentation and interpersonal skills • Ability to teach at UG, PG and professional level 	<ul style="list-style-type: none"> • Excellent presentational skills. • Capable of organising and leading projects

	<ul style="list-style-type: none">• Ability to initiate work independently• Ability to support and guide students• Ability to communicate research findings to appropriate audiences• Ability to prioritize and respond effectively to new situations and problems• Ability and willingness to work as part of a team on teaching programmes and other school/campus initiatives• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector	<p>(including but not limited to academic programmes).</p>
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