



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph
CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

SCHOOL OF SOCIAL SCIENCES
ASSISTANT PROFESSOR, SOCIAL WORK

JOB SUMMARY

The Assistant Professor is responsible for classroom teaching, preparation of course materials, maintaining and improving competence in subjects taught, directing individual and group studies and practicum, where applicable reviewing and marking written examination papers, supervising study projects, providing advisement on academic, curricula and career matters, and is involved in peer reviews. The position holder is a member of the Faculty Senate and participates in departmental and university committees. The position holder participates in team activities in the Department. He/she reports to the Department Chairperson and works in accordance with the number of credit hours assigned for the academic year. These responsibilities are expected to be fulfilled within the 40-hour work week. The position requires compliance with established policies and procedures of the Department and University and a high level of confidentiality.

SCOPE OF ROLE

Teaching, scholarship, service, research, advising, eLearning, examining and invigilating.

DUTIES AND RESPONSIBILITIES

Teaching

- Develops course outline (syllabus) for each class at the beginning of the semester that clearly outlines the course requirements, rationale, goals, and objectives against which progress and achievement can be periodically checked.

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
- Teaches undergraduate courses in the area of Social Work in the online environment according to the course outline, standards and outcomes; and creates a learning environment that encourages student involvement and participation, to help them to achieve a sense of personal responsibility and ability to evaluate ideas, high ideas, standards for personal living, and a high level of scholarship.
- Engages in the development of new and creative instructional materials for classes.
- Functions as an official academic advisor, counselling students about course, academic sequence and program selections and ensures the successful completion of their degree program.
- Posts and holds office hours weekly as determined by the Office of the Provost, in a physical and electronic format (to include virtual office hours) as appropriate, and is accessible to student via telephone and email.
- Be responsible for all classroom guest speakers, films, and programs and see that they meet the ethical and spiritual standards of the University.
- Selects textbooks for courses in counsel with the Departmental Chairperson.
- Maintains academic records for all students enrolled in classes, including grades, and post grades to the AEORION (SMS) by the required deadline date.
- Administers the class attendance regulations as outlined in the current University Bulletin, inclusive of the GATE requirements.
- Prepares and administers examinations according to the regulations and guidelines of the Examination Council.
- Assists students in acquiring internships and practicum according to curricular needs, and supervises and mentors student performance using prearranged criteria.
- Arranges in advance, whenever possible, with the Department Chairperson or Dean of the School for necessary absences from class appointments, field trips, or other academic activities, and assists in obtaining substitutes.

Scholarship

- Maintains a high level of professional efficiency by personal study and progressive schooling, reading, experiment, and research.
- Leads out in research relevant to the area of Social Work.
- Maintains membership with a professional society; and attends/participates in professional conferences within provision of the University's policy.
- Networks and fosters professional relationships with experts in the field of Social Work.

Service

- Assists the Department Chairperson in the interpretation and application of the objectives, policies, and regulations of the Department and of the University.
- Assists with the departmental assessment efforts and plans.
- Participates in and assists with student recruitment and marketing efforts of the Department.
- Works harmoniously with all colleagues.
- Participates during registration and invigilates for final examinations on the scheduled dates.
- Be concerned with and assists in the spiritual, moral and cultural development of students.
- Serves as sponsor, advisor, counselor, or chaperon of student groups arranged by the Administrative Officers.
- Attends and participates in chapels and other campus life activities such as convocations, vesper services, Sabbath School, church service, graduation exercise, extra-curricular activities and such other regular appointed public functions.

- Attends and participates in faculty meeting, faculty and staff meeting and other duly called meetings of the Department and University.
- Serves creatively on various committees as assigned.

Other

- Participates in team activities within the School and University.
- Contributes to maintenance of the university's eight strategic pillars of: Spiritual Ethos, Academic Excellence, Financial Sustainability, Quality, Wellness & Well-Being, Commitment, Service, and Growth.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Doctoral degree in Social Work or related field from an accredited institution.
- Five to seven years teaching experience at the tertiary level.
- Three to five years' practice experience.
- Competent in personal computer applications: word processing, spreadsheet, database, email and other relevant applications.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of academic policies and procedures.
- Must be able to demonstrate subject content knowledge at a level and in a manner that facilitates organization and integration of information, and interpretation and evaluation of ideas. The faculty member must be able to be a critical thinker and problem solver who is a thoughtful and energetic learner capable of critical inquiry.
- Must be able to communicate effectively with students, teachers, administrators, teaching assistants and others as needed, both written and orally.
- Must demonstrate a very high standard of conduct and behaviour in the classroom.
- Must demonstrate the emotional maturity to assess and respond appropriately to the social dynamics of the classroom.
- Must be able to complete assigned tasks in the context of conventional school schedules within the timeframes defined by the department/school calendar.
- Must be properly prepared to teach according to schedule and meet deadlines which are two elements of practice integral to the teaching profession and necessary conditions for the discharge of duties.
- Demonstrated skills in a variety of educational technologies including learning management systems, curriculum databases, electronic instructional design tools, web-based applications, and graphic design.
- Computer literacy skills in standard Microsoft applications.

OTHER REQUIREMENTS

- Team player
- Personable, discreet, highly motivated
- Excellent written and oral communication skills
- Willingness to become involved in community service in and around the University
- Ability to appreciate the diverse cultures at the University
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include detailed curriculum vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than **Wednesday, October 13, 2021.**

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.