



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 BUSINESS & ENTREPRENEURSHIP

FACULTY MEMBER

JOB SUMMARY

The faculty member is responsible for classroom teaching, preparing of course materials, maintaining and improving competence in subjects taught, directing individual and group studies as well as practicum (where applicable), reviewing and marking assignments and 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/university committees and activities. The role of the faculty member involves teaching, scholarship and service. A contribution to maintaining the strategic priorities of the University. The position requires compliance with established policies and procedures of the Department/School and a high level of confidentiality. The incumbent will be expected to engage in professional development activities. The position holder fulfils a forty-hour workweek and may be required to work beyond the standard workweek hours and also work outside the normal workweek occasionally. He or she reports to the Chair of the Department of Marketing, Management and Human Resource.

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 assigned courses 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.
- Teaches according to the class schedule that may include day, evening, weekend, and distance classes offered at any approved instructional site.
- Functions as an official academic advisor, guiding students about course, academic sequence and program selections and ensures the successful completion of their degree program.
- Posts and holds office hours weekly as required, in a physical and electronic format (to include virtual office hours) as appropriate, and is accessible to student via telephone and email.
- Administers the class attendance regulations as outlined in the current University Bulletin, inclusive of the GATE requirements.
- Be responsible for all classroom guest speakers, films, and programs in collaboration with Chairs/Dean 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 posts grades to the AEORION (SMS) by the required deadline date.
- Prepares and administers examinations according to the regulations and guidelines as set by the University.
- Assists students in acquiring internships and practicum, where assigned, according to curricular needs, and supervising 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.
- Engages in the development of new and creative instructional materials for classes.

Scholarship:

- Maintains a high level of professional efficiency by personal study and progressive schooling, reading, experiment, and research.
- Assists in approved educational experiments and research and study the effectiveness of the educational program.
- Maintains membership with a professional society; and attends/participates in professional conferences within provision of the University's policy.

Service:

- Assists the Department Chairperson in the 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 University.
- Serve creatively on various committees as assigned.

Other:

- Participates in team activities within the School and University.
- Contributes to maintenance of the university's strategic pillars.
- 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 Ph.D. or Master's Degree in Management or related studies from an accredited institution.
- Significant coursework in Human Resource Management preferred.
- Minimum of three (3) years' experience teaching at the tertiary level.
- Practical experience in the field of Management/Human Resource Management is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of academic policies and procedures.
- Knowledge of health and safety 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.
- Ability to communicate effectively with students, teachers, administrators, parents, teaching assistants and others as needed, both written and orally.
- Possess sufficient sensory function to develop and maintain awareness of diverse students' needs in the classroom and sufficient motor function to move about the classroom, manage materials and supplies, and demonstrate and supervise classroom activities and, when necessary, school activities.
- 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 every day and meet deadlines which are two elements of practice integral to the teaching profession and necessary conditions for the discharge of duties.
- Demonstrate 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 and university learning management systems.
- Engage in professional development activities.
- Ability to adapt to teaching in an online learning environment.

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 interact with diverse cultures at the University
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate, professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the Seventh-day Adventist Institution.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

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

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

Applications should be received no later than August 06, 2022

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