



# 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 SCIENCE, TECHNOLOGY & ALLIED HEALTH

### FACULTY MEMBER – NATURAL SCIENCE

#### JOB SUMMARY

The **Faculty Member** 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 participates in departmental and university committees. The role of the faculty member involves teaching, scholarship and service. He or she participates in team activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The incumbent will be expected to engage in professional development activities. The position holder works in accordance with the number of credit hours assigned for the academic year, fulfils the number of stipulated office hours, attends meetings as required, and participates in university events. These responsibilities are expected to be fulfilled within the 40-hour work week. He or she reports to the Chairperson of the Department of Biological and Chemical Sciences.

#### DUTIES AND RESPONSIBILITIES

##### Teaching:

- Reviews 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 see how it integrates with overall student learning outcomes for the course.
- Teaches assigned courses according to the objectives, standards and outcomes in the course outline, and creates a learning environment that encourages student involvement and participation, to help them to achieve a sense of personal responsibility, the ability to evaluate ideas, a drive toward high ideals, quality standards for personal living, and top levels of scholarship.

- Teaches according to the class schedule which may include day, evening, weekend, and distance classes offered at any approved instructional site.
- Functions as an official academic advisor, guiding students through course, academic sequence and program selection steps and ensuring the successful completion of their degree program.
- Posts and holds office hours weekly as required, in physical and electronic formats (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.
- Takes responsibility for all classroom guest speakers, films, and programs in collaboration with
- Chairperson/Dean and ensures 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 supervises 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, experimentation, and research.
- Assists in approved educational experiments and research endeavors and studies the effectiveness of the educational program.
- Maintains membership with a professional society; and attends/participates in professional conferences within the provisions 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 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.
- Displays concern for and assists in the spiritual, moral and cultural development of students.
- Serves as sponsor, advisor, counselor, or chaperone 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 services, graduation exercises, extra-curricular activities and such other regularly appointed public functions.
- Attends and participates in faculty meetings, faculty and staff meetings and other duly called meetings of the 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 strategic pillars.
- Displays willingness to act in a leadership role within the Department.
- 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 Master's degree in Chemistry or in a related field from an accredited institution. Note: Preference will be given to individuals holding a Ph.D.
- Proficiency in General Chemistry, and one other area of specialization.
- A minimum of three (3) years' teaching experience. Note: Preference will be given to individuals having Certification or Training in Teaching and Learning at Higher Education.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of academic policies and procedures.
- Knowledge of health and safety policies and procedures.
- Must 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 scholastic inquiry.
- Must be able to communicate effectively with students, teachers, administrators, parents, 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 time frames defined by the Department/School calendar.
- Must be properly prepared to teach every class session and meet deadlines, which are two elements of practice integral to the teaching profession and necessary conditions for the discharge of duties.
- Must demonstrate skills in educational technologies including learning management systems, curriculum databases, electronic instructional design tools, web-based applications, and graphic design.
- Must possess computer literacy skills in standard Microsoft applications as well as chemistry-related software for teaching and learning.
- Must demonstrate proficient laboratory skills in order to design laboratory courses, as well as lead within a laboratory setting.

## OTHER REQUIREMENTS

- Team player
- Personable and 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
- Demonstrate 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 a Cover Letter, a detailed Curriculum Vitae, two (2) written of 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 & TOBAGO**

**Or emailed to us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

Applications should be received no later than **August 06, 2025**.

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