

Lecturer

Ecole/Institution/Société:

Educor , South Africa / Durban

Discipline:

Engineering

Type d'emploi::

Full-time

Date de publication:

2021-10-16

Personne à contacter:

If you wish to apply for this position, please specify that you saw it on AKATECH.tech

Lecturer (Engineering)

Company Description

Educor is the largest private education supplier in Southern Africa., Managing 10 educational brands across its more than 60 campuses and sites in South Africa and internationally. As a Group we possess a rich heritage with brands that have been in existence for many years. Since our inception in 2008, Educor has evolved into an education giant offering face-to-face, distance and online learning. Our face to face brands include Damelin, City Varsity, ICESA and Central Technical College. Distance brands include INTEC College, Damelin Correspondence College (DCC) and our higher-education distance brand, Lyceum.

Job Description

- Lecturer (Engineering)
- Durban
- To undertake lecturing duties and the associated functions of preparation, assessment, moderation and curriculum development

REQUIREMENTS OF THE JOB:

- A strong knowledge of the subject matter combined with a broad subject background enabling contributions to the teaching programs
- One qualification level higher than the subject matter being taught
- Management and Teaching in tertiary environment
- 3 years industry and / or 3 years lecturing experience within the relevant field of Engineering
- Possess specialist knowledge in the discipline to develop teaching and / or research programs and the provision of learning support
- Computer literacy is essential especially in MS Outlook, MS Word and MS Excel

MAIN PURPOSE OF THE JOB:

Academic content development

Contribute to the preparation of course materials

Carry out administrative tasks related to courses and attend meetings as required by the

department's management team

Maintain a practical understanding of service standards and quality improvement initiatives relevant to the department and work to these standards, engaging in personal and professional development as appropriate

Researching and developing new topics, courses and teaching materials, including online resources.

Participation in Examination Certification and Promotion of learners.

To lecturer subject matter (Face to Face)

To conduct contact session with students (Distance)

KEY PERFORMANCE AREAS:

- Academic content Development and Lecturing
- Academic leadership and Research
- Student records and Academic monitoring
- General Academic administration
- Student Support and Contact session (Distance)

MAIN DUTIES AND RESPONSIBILITIES:

- Academic content Development and Lecturing:
- Design of relevant academic programs
- Development of curriculum for programs
- Maintenance and updating of content relevant to subjects taught including but not limited to:
- Design Matrixes / Curriculum
- Lesson plans, Methodologies
- Assessment briefs
- Content Manuals
- Inclusion of student, industry and institutional feedback in curriculum development
- Aligning specifications of programs
- Attend and contribute to relevant quality committees including the specific Program committee;
- Collaboration with other subject lecturers and incorporation of feedback into overall subject content development
- Development of subject presentation material

Keeping abreast of institutional, industry and academic changes

Development of programme's associated policies

Submissions for regulatory approval of relevant programs (including HEQC and DOE)

It is lecture subject matter

Plan and prepare for the lectures and provide visual notes for students

Take responsibility for the quality of teaching provided, ensure continuous improvement and where necessary undertake training to ensure standards are delivered

Upgrade design matrixes / curriculum by benchmarking against public and industry standards, both nationally and internationally

Supervise student projects and placements (WIL) where required

Academic leadership and Research

Responsible for research in the subjects taught; incorporation of this research into curriculum and feedback of said research to department

Research and include relevant new Industry trends, treatments, etc. of relevant subject knowledge and research in content

Participation in the monitoring, evaluation and development of academic programs

Conduct academic research

Liaison with academic colleagues and relevant people in commerce and industry to ensure ongoing development and relevant academic programmes

Student records and Academic monitoring

Participation in student registration process

Set exam papers and assessment tools / instruments according to the guidelines

Marking / moderation of tests and examination papers as requested by the Faculty Head / Academic Manager

Plan and initiate assessments as outlined

Exam papers are to be marked within the allocated time schedule and marked against the model answer provided in the memorandum

Review of summative and formative assessments against subject framework, outcomes and contribution to qualification

General Academic administration

Be available for student guidance, mentorship and networking, extra lessons

Departmental administrative duties

Representation at institutional events

Possible service on institutional committees

Conducting At-Risk evaluations, Plans for progress and Progress report and Feedback

Capturing of marks onto ICAS

Student Support and contact sessions (Distance)

Student Support

Provide assistance to students by answering subject related queries as directed by the Senior Lecturer

The response to the students could be telephonic or by correspondence or e-mail

Provide copies of correspondence to the Senior Lecturer / Faculty head or a written report on telephone support provided

Contact Session

The incumbent is responsible to conduct contact classes for each primary subject allocated to the incumbent Prepare slides for contact sessions. The slides should be ready at least seven days prior to the contact session Present the subject and respond to student queries at the contact session

The contact session should be at least 1.5 hours in duration per subject

Contact session are generally conducted in Johannesburg, but may also be conducted in other cities / towns in South Africa

A feedback report following contact sessions must be submitted to the Senior Lecturer / Faculty head.

Student Guidance

Two comprehensive letters of guidance per primary subject is required for each examination cycle as per the agreed format

The letter of guidance should provide clear guidelines as to the type of questions to be expected, as well as important aspects to study for the examination

The documentation must be submitted in the agreed electronic format

COMPETENCIES OF THE JOB:

- Planning and organizing competencies
- Interacting with Students and Communities
- Excellent Interpersonal and Managerial Skills
- Good team player who is flexible / adaptable
- Extensive Product knowledge
- Strong communication skills especially verbal and written English
- Strong attention to detail
- Excellent organisational and administrative skills
- Ability to assist remotely

Qualifications

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About the Company

Company: Educor -

Company Location: Durban, KwaZulu-Natal 3630

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