

## **Job Description**

Job Title: Lecturer in Biology, PU-FIS Programme  
Location: Perdana University, Serdang, Malaysia  
Reporting to: Dean, PU-FIS

### **Principal Duties and Responsibilities**

The objective of this post is to design and deliver high quality teaching and learning material, resources and activities to students in line with Perdana University teaching objectives and timetable requirements.

#### **A. Teaching**

- Capacity to teach in one or more area in the field
- Competence to teach at foundation level
- To work effectively as a team with other academic teaching and support staff within the University in ensuring the smooth running of the Foundation programme.
- To evaluate own performance and be an active participant in continuous staff development programmes to maintain high teaching standards through use of innovative and evidence based teaching to ensure a high quality learner experience.
- To comply with the requirements of the quality assurance procedures related to the designated subjects.
- To carry out the assessment of students as required by the University procedures
- Implement the teaching methods and standards of academic excellence as promulgated by the Dean for the course or class
- Capacity to recommend the purchase of teaching aids, reference books and related supplies for furtherance of the course objectives
- Ability to teach on campus, by flexible delivery, and through distance education using online facilities
- Ensuring that students have a good understanding of the class rules and performance standards as required for passing the grade
- Willingness to engage in curriculum development and innovative teaching practices
- Planning, preparing and delivering lessons in accordance with the curriculum
- Developing teaching materials such as lectures slides, notes and tutorials in accordance with the curriculum
- Preparing and marking lab reports, quizzes, tests, mid-term exams and final exams
- Marking and providing timely and appropriate feedback on students' oral and written work (presentations, assignments, etc)
- Keeping student attendance records and results
- Preparing student results for examination boards
- Updating the teaching files for quality assurance exercises

#### **B. Research**

- Engage in original with innovative research and maintain a dynamic research and publication record
- Supervise research students at undergraduate levels

#### **C. Administration**

- The appointee will coordinate several units within the department
- Undertake a share of administrative tasks within the programme and/ or school/department
- Assist in keeping and maintaining all records related to the programme and/or school/department
- Support and participate in activities organised by the University related to promotion of the programme to the public
- Perform such other related duties as may be required from time to time or duties assigned by school Dean

## **Person Specification**

### **Knowledge**

1. Knowledge and understanding of excellent teaching and learning practices and quality assurance.
2. High level of organisational and administrative skills as required for this post.
3. Understanding of the need for and commitment to an excellent pastoral care system to support students in their academic activities.
4. An up-to-date and comprehensive knowledge of Microsoft Office packages, in particular Excel, Word and Outlook is essential.

### **Skills**

1. Excellent communication and interpersonal skills, both oral and written with the ability to work effectively with young adults.
2. Proven ability to work both independently and collectively within a team.
3. Have proven analytical and problem solving skills.
4. Have an excellent command of English.

### **Experience**

The post holder should have at least 3 years teaching experience at higher education or tertiary education level

### **Qualification**

Degree/ Masters qualification at the appropriate level in Biology or any other related field.