Job Description

Organizational Context

<table>
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<tr>
<th>Job Title</th>
<th>Assistant Professor</th>
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<tr>
<td>Reporting To</td>
<td>Head of Department/Dean of COBA</td>
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<tr>
<td>Department</td>
<td>Management Information Systems</td>
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Job Content

1. Function

To provide learning, teaching, and assessment support in a range of subject areas relating to the relevant College in order to achieve its learning and teaching and curriculum objectives. To help in the development of the relevant College’s and University’s research culture. Furthermore, the job holder will also be expected to take an active role in the wider work and activities of the College/University as and when required.

2. Duties and Responsibilities

The main duties and responsibilities of the post will normally include:
1. Undertaking learning, teaching and assessment of the relevant College programs of study.
2. Ensuring course deliverables are relevant and reflect best practice and current thinking.
3. Responding to the pastoral care needs of students, seeking help and support from specialists as necessary.
4. Understanding contemporary issues relating to own discipline with an awareness of national/international developments.
5. Engaging in subject, professional and pedagogical scholarship as required to support teaching and learning.
6. Undertaking research, usually with the aim of producing outcomes such as journal/conference publications and bringing research income.
7. Raising the academic profile of ASU through the dissemination of the results of research and the development of external networks.
8. Where appropriate, contributing to consultancy, knowledge exchange and continuing professional development activity within the discipline.
9. Participating in cross-college and cross-institution networks and committees, chairing groups as necessary.
10. Participating in the recruitment of students, attending open days and contributing to recruitment materials as necessary.
11. Undertaking a range of activities that contribute to the management and/or administration of the College, which may include course/program/module leadership, student advising, chairing ad hoc working groups and timetabling.
12. Mentoring and supporting colleagues as appropriate, and providing advice and guidance as to their teaching practice and personal development.
13. Creating and/or adjusting teaching materials and methods to take into account the needs of students with disabilities or other special needs, seeking expert advice and guidance where required.

14. Organising and overseeing student placements, projects and field trips.

15. Taking responsibility for the health and safety of students and others, conducting risk assessments as necessary, seeking expert help and guidance as needed.

16. Where relevant, complying with relevant regulatory/professional Codes of Conduct.

17. Undertaking any other duties that might reasonably be assigned to you from time to time by the Head of Department or Dean.

### Education, Qualification and Skills

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<tr>
<th>Education</th>
<th>A relevant Doctoral qualification</th>
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| **Experience** | • Good level of published work of excellent national and/or regional quality.  
• Experience of delivering high quality teaching at undergraduate and postgraduate level.  
• Experience of successful research collaboration  
• Evidence of identifying and exploiting opportunities for income generation.  
• An awareness of the current issues impacting on the HE sector in Oman, the Gulf, the Arab World and internationally. |
| **Knowledge & Skills** | • The ability to complement and strengthen the College’s teaching and research activities with a focus on its subject areas.  
• Proven ability to establish and build excellent working relationships.  
• Ability to work with people from a wide variety of backgrounds.  
• Effective time and resource management.  
• Excellent communication skills, both oral and written.  
• Excellent presentational and interpersonal skills. |

**Note:** Apart from this any other duties and responsibilities related to your job / position can be added in the future.