

We're looking for:

Position Title	Assistant /Associate Professor
Department	Marketing, Management, Communication, Media
Job Code	ACA-HR-31-2022

Job Description

To supervise the Master in Marketing, Management, Communication, Media at Sorbonne University, Abu Dhabi (SUAD); and to supervise an Executive program in the fields of Marketing, management, communication, and media.

To teach students enrolled in the Master in Marketing, Management, Communication, Media at Sorbonne University, Abu Dhabi (SUAD), ensuring appropriate support is provided and high-performance levels achieved, and to teach students enrolled in the Executive program in the fields of Marketing, management, communication and/or media.

Annual teaching load is 234h

In addition, to conduct research in a personal area of interest related to the faculty in order to raise the profile of SUAD and contribute to the knowledge development of the local and international community

Key Responsibilities

1. Deliver teaching courses in the two following fields: 1/ communication studies, media studies, cultural industries studies, corporate communication, etc. 2/ Qualitative research methodology: content analysis, semiotics, interviews, ethnography, etc.
2. Deliver teaching courses to facilitate student learning outcomes and aim for teaching excellence for the two programs, including but not limited to preparing teaching material in advance; communicating subject matter in a way students can understand; observing student progress and learning styles; reacting appropriately to student's needs; responding, where appropriate, to student questions outside class times; preparing for contingencies in course delivery etc.
3. Supervise and follow-up the thesis work of the students enrolled in the program.
4. Conduct assessment of the students' work to determine whether the students have achieved the desired standards for progression in their studies or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required
5. Conduct assessment of the students' work in coordination with the professionals teaching in the Master to determine whether the students have achieved the desired standards for progression in their studies or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required.
6. Provide academic and career advice to students according to their academic or personal needs, within own level of competence. If necessary, refer them to the appropriate authority for further help or guidance e.g. Business Liaison & Career Advisor, Student Counselor and/or a relevant University staff member
7. Conduct research within the field of interest in order to satisfy the academic program's teaching and research objectives and enhance the University's reputation, including but not limited to: determining relevant research objectives, initiating and implementing a research project and managing timeframes; resources; materials, finance, equipment etc., in order to achieve the research objectives
8. Write-up research work appropriately for publication to disseminate ideas and results to the wider community and participate in presentations and conferences to establish and maintain network contacts, raise the profile of the research and University and keep up-to-date with recent developments
9. Identify appropriate sources of funding and prepare research proposals in order to obtain the financial support needed for the research project
10. Supervise master's research students to assist in the development of their research skills and fulfil the research requirements of their degree qualification (do we leave that here? It is said below)
11. Liaise with the Academic Coordinator of the two programs to coordinate teaching requirements, such as lesson schedules; teaching materials; submission of student assessments; addressing student special needs for testing etc.

12. Work with relevant departments to support the development and implementation of university functions, such as Student Recruitment; Admissions; Library learning resources; IT teaching technology etc.
13. Coordinate teaching programs with relevant faculty staff to ensure the course complements other courses taken by students
14. Represent the faculty on relevant committees in order to ensure appropriate governance and progress at SUAD
15. Invigilate examinations when required, to ensure that exams are carried out according to the rules set out by the exam board; allow each candidate to sit the exam in the same conditions; and control cheating
16. Participate in professional activities, such as refereeing of papers; editing journals; preparing research grants; external examining; organizing workshops or conferences; involvement with professional bodies on accreditation; committees; consulting to private companies and public organizations etc., in line with SUAD policies and procedures
17. Follow department policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner
18. Perform other related duties or assignments as directed by the Line Manager

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Associate Professor and Assistant Professor - PhD is mandatory (granted by governmental body, when available from home country; CNU approval is mandatory if qualification was obtained in France)

Minimum Experience:

- 3 years Teaching and Research experience in the Higher Education sector

Skills:

- Communication skills
- Leadership skills
- Interpersonal skills
- Planning and organizing skills
- University lecturing skills and knowledge
- Knowledge of the higher education sector and related policies in Abu Dhabi and Paris-Sorbonne, Paris
- Knowledge of University learning resources and technology
- Research skills
- Proficient use of all Microsoft Office programs
- Languages: English is mandatory; French notions are required; Arabic is added value.

Conditions

- Starting date: Jan 2023
- Local limited three years contract in accordance with the UAE law, renewable.
- **Covid-19 Vaccination is mandatory**

Grade

F2 - Rank is at the assistant professor or associate professor level and commensurate with experience. Both entry-level and lateral candidates are welcome to apply.

Package Details

The package (salary and allowances) is competitive compared to what is practiced in Higher Education in the Gulf Countries.

How to apply

<http://www.sorbonne.ae/vacancies/>

Application Closing date

30 September 2022