

## JOB DESCRIPTION

### 1. JOB DETAILS:

<b>Position Title:</b>	<b>Lecturer (English)</b>
<b>Reports to:</b>	<b>Project Lead ZMU</b>
<b>Department:</b>	<b>Applied Foreign Languages</b>
<b>Location:</b>	<b>Abu Dhabi, UAE - Zayed Military University (ZMU) Campus</b>
<b>Grade:</b>	<b>F4</b>
<b>Prepared / Revised on:</b>	<b>May, 2025</b>

### 2. JOB PURPOSE / ROLE:

The candidate will be expected to teach undergraduate courses in the academic programs of Sorbonne University, Abu Dhabi (SUAD) on the campus of Zayed Military University (ZMU).

Teaching responsibilities will include lectures, tutorials, and supervising student projects. Lecturers have a service load of 270 hours (contact hours) per academic year and are required to engage in related duties each semester, including grading, invigilation, and office hours. She/he will also collaborate with other faculty members in promoting the department's activities at local and international levels, serve on committees as needed, and actively participate in the life of the department and the university.

### 3. JOB DIMENSIONS

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	<b>0</b>
	<b>Total:</b>	<b>0</b>

### 4. KEY ACCOUNTABILITIES:

<b>Key Priority</b>	<b>Key Activities</b>
<ul style="list-style-type: none"> <li>▪ <b>Lecturing</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Deliver teaching courses to facilitate student learning outcomes and aim for teaching excellence for the department, 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.</li> <li>▪ Conduct assessment of the students' work to determine whether the students have achieved the desired standards for progression in their studies, in alignment with PLO and CLO, or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required.</li> <li>▪ Deliver high-quality courses taking into account best pedagogical practices.</li> <li>▪ Develop and encourage teaching modes based on projects and students autonomous work, and research-oriented teaching.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Student Counselling</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ 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 &amp; Career Advisor, Student Counsellor and/or a relevant University staff member.</li> </ul>

## JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>▪ Provide guidance on internships, placements whenever required by students.</li> <li>▪ Use office hours to organize personalized student consultations or provide support to students regarding unassimilated knowledge.</li> </ul>
▪ <b>Course assessment &amp; Improvement</b>	<ul style="list-style-type: none"> <li>▪ Self-evaluation of the course.</li> <li>▪ Include the outcome of the students' survey and feedback during the assessment process of the course.</li> <li>▪ Participate and contribute toward the development of innovative pedagogical tools and methods within the department.</li> </ul>
▪ <b>Examination Duties</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ To support and participate in examination activities such as paper setting, assessing answer sheets, students' presentation, and practical evaluation etc.</li> </ul>
▪ <b>Campus Life and Students Events</b>	<ul style="list-style-type: none"> <li>▪ Contribute to the cultural life of the campus by organising student events.</li> <li>▪ Represent SUAD in any related events and promote with the Head of Department the academic department and its activities.</li> <li>▪ Participate in the events, communications, and school visits etc. in order to support the recruitment objectives.</li> <li>▪ Organize co-curricular. and extra-curricular events and activities (cultural events, conferences, field trips, activities related to SUAD's annual theme-vector etc.) encouraging community engagement and culture of continuous learning and professional development.</li> </ul>
▪ <b>Administrative</b>	<ul style="list-style-type: none"> <li>▪ Be actively involved in the administrative life and daily operations of the department.</li> <li>▪ Liaise with the Academic Coordinator to arrange the teaching requirements, such as lesson schedules; teaching materials; submission of student assessments; addressing student special needs for testing etc.</li> <li>▪ 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.</li> <li>▪ Coordinate teaching programs with relevant faculty staff to ensure the course complements other courses taken by students.</li> <li>▪ Promote the program taught by the department.</li> <li>▪ Represent the faculty on relevant committees to ensure appropriate governance and progress at SUAD.</li> </ul>
▪ <b>Contribution to the profession and community</b>	<ul style="list-style-type: none"> <li>▪ Participate in professional activities, such as research; workshops or conferences; accreditation processes; committees; consulting to private companies and public organizations, etc.</li> </ul>
▪ <b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>▪ Follow department policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>
▪ <b>Related Assignments</b>	<ul style="list-style-type: none"> <li>▪ Provides support to the department by performing other related duties or assignments in the absence of team members or as directed by the Line Manager.</li> </ul>

## JOB DESCRIPTION

### 5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

**Minimum Qualifications:**

- Master's Degree/PhD Degree preferred

**Minimum Experience:**

- Teaching experience in higher or secondary education sectors.

**Job-Specific Skills:**

- University lecturing skills and knowledge.
- Advanced mastery of innovative pedagogical skills and knowledge of university learning resources and technology including Microsoft Office programs and online platforms.
- Planning and organizing skills.
- Communication skills.
- Excellent interpersonal skills.
- Critical Thinking.
- Strong teamwork abilities and high sense of collaboration.
- Flexibility and ability to adapt effectively in multicultural environments.
- Knowledge of Microsoft Office programs, with strong skills in PowerPoint
- Ability to work under tight timeframes without supervision.
- Languages: English is mandatory; French and Arabic would be an added value. An IELTS certificate or an equivalent qualification is necessary.

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site.