



CUTTINGTON UNIVERSITY

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OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

July 5, 2024

VACANCY ANNOUNCEMENT FOR LECTURERS CUTTINGTON UNIVERSITY JUNIOR COLLEGE

Position Title : Lecturer (two persons)
Reports to : College's Chairperson
Duty Station : Kakata, Margibi County
Start Date : September 1, 2024

Closing Date for the Submission of Application: August 5, 2024 at 5:00PM

Position Requirements:

Cuttington University is seeking qualified, regimented, and innovative individuals to join her reputable College of Education based in Kakata, Margibi County to serve as Lecturer for the department of Education.

The individual will lead classes in a particular area of study; their responsibilities will include developing course material, lesson plans, and curricula, conduct research, engage with students' advisement, inspiring meaningful discussions, attending meetings, consulting with other academics and professionals, grading assignments, and deliver material using a range of methods and platforms. They should be ready to work long hours and must be techy.

SPECIFIC DUTIES:

- Preparing and delivering lectures, tutorials, workshops, and seminars;
- Developing curricula and course material that can be used across a number of platforms;
- Collaborating with other academics and lecturers to improve teaching methods and expand knowledge base;
- Setting and grading assignments, tests, and exams;
- Conducting research, and writing papers, proposals, journal articles, and books;
- Attending and participating in meetings, conferences, and other events in and outside of the institution;
- Participating in training opportunities and initiatives at the institution;
- Providing support to students and other colleagues;
- Staying current by reading widely and producing published work in the field;

Required Skills

- Strong interpersonal, presentation, and written and verbal communication skills;
- Willingness to collaborate with professionals in and outside of their discipline;
- Ability to inspire students with your passion;
- Flexibility, resilience, and willing to work long hours;
- Strong time-management skills and multitasking ability.
- Teamwork

POSITION QUALIFICATIONS: A Bachelor's Degree in Early Childhood or Primary Education with at least 2 years teaching experience. Master's Degree would be advantageous. **Females are encouraged to apply**

The ideal candidates must submit the following materials:

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the University;
2. CV, Copy of degree(s), professional certificates, transcripts; and