



OCTOBER UNIVERSITY FOR MODERN SCIENCES AND ARTS- MSA UNIVERSITY
HUMAN RESOURCES DEPARTMENT/ ORGANIZATION DEVELOPMENT SECTION

Appointment of DEAN

FACULTY OF LANGUAGES
ACADEMIC/D-T2-LNG10014

Job Information:

Post: Faculty Dean

Ref: DLNG50014

Responsible to: The University President - UP

Department/Faculty: Faculty of Languages

Grade & Job Level: T2

Main Purpose of Job:

To lead/ manage/ supervise the learning enhancement and development process within the faculty of Languages including all academic and administration aspects (e.g. Research, Teaching, Assessment, Coaching, etc.). Lead the faculty staff “Academic and Administration” towards achieving faculty strategic and operational goals.

Job Brief:

The Faculty Dean plays the main role as the executive head of the faculty and as academic leader. The post holder is responsible for the strategic positioning and pursuit of strategic and operational goals as derived in the faculty and university vision, the strategic framework and the MSA University business plan “strategic and executive plans” including the following aspects

- New business/academic development and effective stakeholder management.

- The faculty's portfolio and positioning.
- The faculty's student experience including, learning, teaching, assessment and widening access to reinforce student achievement and employability.
- Quality assurance and enhancement "British QA standards, National Accreditation requirements and ISO related guidelines and practices".
- Research and scholarly activity, innovation, University–industry relationship and commercial engagement.
- The Staff development activities and Performance Management practices.

The Department Head is responsible for achieving the financial targets of the faculty, marketing the faculty nationally and internationally and ensuring appropriate level of satisfaction among staff and students.

Duties and Responsibilities:

The Department Head's Job description is divided into four main areas of responsibilities.

Planning and People Management

Lead the planning, development, implementation and effective delivery of the curricula to meet the overall delivery of the Faculty's Strategic Plan and achieve distinctiveness and effectiveness. Draw up a business plan "Strategic and operational" for the faculty in consultation with the university management and administration. The Dean, in consultation with the president, Quality Assurance Director and HR director, is responsible for the effective implementation of the human resources plan and strategy of the whole university "Crafted in the university HR manual". In this regard, The Dean is responsible for the planning, management and execution of actions, processes and operations including the following:

- Developing employees' performance and maintaining accepted performance standards and levels in order to ensure the fulfillment of the service conditions and work agreements of all staff members "Academic and Non-Academic" within the faculty.
- Promoting, fostering and maintaining good personal and professional relationships among staff members and between staff and clients "Students, parents, vendors and other"
- Promoting employment equity, integrity and fairness
- Being involved appropriately in disciplinary procedures, grievances, and performance appeals and referring them where necessary.
- Conducting regular and periodical appraisal meetings with direct reporters/ subordinates to ensure that everyone has received timely and effective performance feedback

Manage all funds and research or projects grants generated and available in the faculty

Manage and control faculty's annual budget and plans in order to ensure effective use of resources and facilities.

Consider, prioritize and recommend all applications for funding opportunities in consultation with the university management and other faculties' deans in case of multi-disciplinary projects.

The post holder is responsible for effective management "Use and maintenance" of the infrastructure and other assets in the faculty.

The Dean is responsible for the management or execution of actions, operations and processes with a view to:

- Recruiting and retaining new students in accordance with the enrolment planning objectives of the university.
- Promoting successful work and study by faculty students “i.e. graduation projects, research, etc.”
- Creating, maintaining and developing effective communication with students.
- Welcoming new students and providing effective orientation with regard to faculty activities, support, learning facilities, and student development opportunities

Teaching and Learning:

Play the main role in the implementation of effective and superior quality learning system and practices within the faculty of Languages, in consultation with the university management and quality assurance unit in order to ensure that all teaching and learning practices comply with the quality assurance standards and university learning policy and strategy. The faculty Dean’s job includes the management of the following teaching and learning related aspects:

- The Program accreditation process “Nationally and internationally as appropriate”
- The faculty or program validation
- Admission of students with a reasonable potential for success “in consultation with the admission director, marketing and public relation director and university management”
- Learning policy, strategy and effective implementation of learning and teaching practices

Research, Innovation and Impact:

Establish sound research culture in the faculty. Initiate and promote ethically accountable research of high quality and increase its output. Manage the faculty's overall research portfolio. Approve and recommend research contracts and agreements. Manage and promote service to the community as an integrated part of the teaching and research activities of the faculty. Contribute to publications or disseminate research findings using other appropriate media and in accordance to the university Intellectual Properties Policy "IP". Make presentations at national and international conferences and similar contexts and events. Act as a referee and contribute to peer assessment. Update knowledge and understanding in field of specialism.

"Desired Contribution"

Pursue, lead and develop research at an appropriate level within own research area. Lead and co-ordinate research activity in the subject including determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications. Promote the integration of own research area with other research interests within and, as appropriate, outside the faculty. Attract research income on an individual and collaborative basis.

Relationships and Team-working:

Create a sense of community and loyalty amongst faculty of Languages students, staff and employees. Contribute to and support the faculty and university's strategy and strategic plan, in consultation with the university management and board of directors. Coach, support and mentor new hires, and early career academics "TAs, ALs, and Lecturers. etc." Lead and develop internal and external networks to foster and promote collaboration and share information and ideas, promoting both the subject and the faculty. Act as a line manager, supervising the work of others "i.e.: projects, research teams, teaching teams and clusters". Appraise and advise staff on personal and career development plans. Promote a collegiate approach and develop team spirit and team coherence. Foster and encourage inter-disciplinary team working. Be responsible for dealing with referred issues for students within own educational programs. Provide first line support to colleagues, referring them to sources of further help if required.

KEY WORKING RELATIONSHIPS/ NETWORKS

Internal

Vice President for Research and Academic Affairs.

Department Heads

Vice Dean(s).

Other academics inside/outside the college

Students.

Administrative Staff.

External

External Agencies.

Funding bodies and authorities
"National and International", e.g.

Research councils or Grants providers
like "Erasmus, STDF, etc."

Other Universities for collaborative
research projects and research
clusters.

Other researchers elsewhere.

Other faculties and units within the university.

TICO – Technology Innovation and Commercialization Office.

National Accreditation Committee.

Quality Assurance Departments.

Suppliers of goods and services.

Guest speakers and visitors.

Validation and Accreditation bodies and authorities.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Ph.D. (Full–Professorship) of related discipline.

Proven ability, commitment and passion for engaging in research activities.

Proven record of research activities, publications, refereed articles or papers.

Desirable

Professional or academic certificate in related discipline.

Professional or academic certificate in total quality management/ Executive management/ leadership, etc.

Skills and Abilities:

Essential

Prominent Managerial Skills.

Teaching and Research Skills.

Excellent command of English language skills.

Desirable

Prominent leadership

Strategic thinking

Possess a high-level of interpersonal skills and demonstrated

Ability to work positively and cooperatively with students, internal and external teams and agencies.

Leadership Skills.

Conceptual Thinking.

Well-developed communication skills (Written and verbal)

Ability to work positively and cooperatively with students, internal and external teams and agencies..

Advanced Managerial Skills

Experience:

Essential

More than 10 years of research and innovation experience..

At least 3 years of managerial experience within academic or large industrial/ commercial institute.

Experience with a proven record of publications and research output.

Extensive experience of publishing high quality research and/or high achievement in professional

Desirable

Current practical experience within an industry related to discipline.

Experience of workload planning.

Experience of curriculum development.

Experience of staff

practice within public domain.

development.

Significant experience of higher education.

Experience of successful grants applications and funding opportunities.

Broad teaching experience at undergraduate level.

Training:

Essential

Desirable

Leadership and Management Training.

Managerial Training.

Teaching Qualification.

Accredited certifications for Managerial and Leadership competencies (e.g. Total Quality Management, Six Sigma, CIPM, CM, etc.)

Other Requirements:

Essential

Desirable

Enthusiasm and passion for teaching and research.

Awareness of Employee development and motivation practices.

Commitment to high quality and reputation of the faculty and the whole university.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all Deans are required to participate in the Management and Leadership training programs provided by the university training & development department. This requirement will not be waived regardless of prior training experience.

Communication:

Deans are committed to using and encouraging use official communication tools such as the university official email “@msa.eun.eg”, appropriate communication boards, official letterheads, branded PowerPoint templates, etc. Deans are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, staff and employee information and other information about individual students, staff or employees in or outside the class must be kept confidential except where the student has given written consent. In particular:

- No student or employees in the class/ office should ever be allowed access to the Dean’s Computer account or to Dean’s Files. Grade files on the computer should be kept protected.
- Graded assignments/ appraisals/ confidential work documents or reports should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer.
- Any department work related documents must be kept confidential as appropriate.

Use of Authority:

Decisions made by Deans have a significant effect on their students' grades, staff evaluation, appraisal and progress. Deans should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. Deans should evaluate student work objectively and fairly if they are involved in the teaching process and to ensure that fair evaluation is an integrated part of essential teaching and learning practices within the faculty and comply with the university learning policy and strategy.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- Deans must not agree to be paid as tutors for students during working hours or even after working hours.
- Deans must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the Dean.

Safety:

On extremely rare occasions, staff members may be threatened or harassed by a student, either in person or by electronic mail. The dean has to ensure that these problems have been effectively tackled and traced in accordance to university policies and procedures and in consultation with the university management, HR and legal affairs.

Deans are required to ensure abiding by safety and health instructions and precautions amongst all students and staff, and to do all the required efforts to solve any safety or health related problems whenever arise or to report any safety or health related cases or problems immediately when occur to the university

president, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office as appropriate to his/her level.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful faculty Dean. The range of expectations may be broad even among senior managers in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your students, customers and industrial world
- Establish your standards (within the faculty's guidelines) and stick to them. Your goal should be to provide intellectual challenge along with instructional support.
- Demonstrate high level of commitment to further academic accomplishment such as research projects, publications and grants applications attempts.
- Stick to University policies and procedural guidelines and ensure that your subordinates are committed to abide by the university policies, procedures and regulations. Your responsibility to read and abide by the university regulations and policies.
- Provide coaching support to your subordinates and colleagues whenever applicable.
- Be approachable and supportive to your subordinates and department members in order to help them achieving your departmental goals.
- Demonstrate high level of commitment to faculty's and university strategic goals and quality standards
- Demonstrate effective leadership capacities through being a role model for your subordinates and colleagues.
- Hold regular and periodic team/department meetings to ensure effective communication practices and full understanding and awareness of work progress, changes, and job requirements



OCTOBER UNIVERSITY FOR MODERN SCIENCES AND ARTS- MSA UNIVERSITY
HUMAN RESOURCES DEPARTMENT/ ORGANIZATION DEVELOPMENT SECTION

Appointment of Department Head

FACULTY OF LANGUAGES

ACADEMIC/DH-S3-LNG10014

Job Information:

Post: Department Head

Ref: DHLNG10014

Responsible to: Dean of Faculty of Languages

Department: Faculty of Languages

Grade & Job Level: S3

Main Purpose of Job:

To lead the learning enhancement and development process within the department including all academic and administration aspects (e.g. Research, Teaching, Assessment, Coaching, etc.)

Job Brief:

The Department Head plays a pivotal role in leading and managing the distinctive strategic development of the department and being accountable to the Dean of Faculty, Faculty Board and the quality assurance committees of MSA University for:

- New business/academic development and effective stakeholder management.
- The department's portfolio.
- The department's student experience including, learning, teaching, assessment and widening access to reinforce student achievement and employability.

- Quality assurance and enhancement.
- Research and scholarly activity, innovation, University–industry relationship and commercial engagement.

The Department Head is required to provide extensive assistance to the Dean of Faculty and the Faculty executive board in achieving the aims and objectives as set out in the Faculty Strategic Plan, in the context of the strategic priorities and key performance indicators of the University in general terms.

Duties and Responsibilities:

The Department Head's Job description is divided into four main areas of responsibilities.

Planning and People Management

Lead the planning, development, implementation and effective delivery of the curricula to meet the overall delivery of the Faculty's Strategic Plan and achieve distinctiveness and effectiveness. Provide, initiate and apply radical solutions for department problems and deficiencies (e.g. number Probated students, performance deficiencies, etc.). Lead the monitoring and evaluation of program and curricula delivery in order to fulfil Faculty and University quality standards whilst ensuring the effective and efficient use of Department and Faculty human, Financial and physical resources. Lead and manage the development of the department's portfolio at all levels, encouraging and boosting creativity and innovation and the increased recruitment and admission of students according to targets agreed with the Faculty and University. Manage the overall appraisal and performance management of staff in the department and to personally appraise staff in conjunction with other specifically approved colleagues. To ensure that

contribution and capability of staff in the department is enhanced through the appraisal process, and to monitor the effectiveness of this process, including the maintenance of records of staff development activities. Maintain personal competence and performance through the IDP–Individual Development Plan and professional development emerging in part from appraisal by the Dean of Faculty. Ensure effective and desirable performance enhancement through monitoring training and development impact on business and updating the Training and Development department with urgent and required development needs when arise.

Teaching and Learning:

Play a significant role in the design, development and planning of modules and programs within the subject area as required. Play a significant role in the review of modules and programs and in quality assurance and enhancement as required. Undertake research–led teaching at undergraduate level. Demonstrate strong solid commitment to faculty’s overall framework of quality assurance, including the validation and revalidation of courses, student admission, e–learning and assessment. Transfer knowledge smoothly and effectively, including practical skills, methods and techniques. Encourage the development of innovative and creative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department. Respond positively to student feedback. Contribute at an appropriate level to faculty policy and practice in teaching. Provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate. Supervise students undertaking research projects as appropriate.

Research, Innovation and Impact:

Contribute to publications or disseminate research findings using other appropriate media and in accordance to the university Intellectual Properties Policy “IP”. Make presentations at national and international conferences and similar contexts and events. Act as a referee and contribute to peer assessment. Update knowledge and understanding in field of specialism.

“Desired Contribution”

Pursue, lead and develop research at an appropriate level within own research area. Lead and co-ordinate research activity in the subject including determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications. Promote the integration of own research area with other research interests within and, as appropriate, outside the faculty. Attract research income on an individual and collaborative basis.

Relationships and Team-working:

Create a sense of community and loyalty amongst faculty of Languages students, staff and employees. Chair committees and participate in faculty decision-making and governance. Support the dean of faculty in its management and direction, as appropriate and agreed with the dean. Contribute positively and effectively to the direction and development of the faculty, as appropriate and agreed with the faculty dean. Contribute to and support the faculty and university's strategy and strategic plan, as appropriate and agreed with the faculty dean. Coach, support and mentor new hires, and early career academics "TAs, ALs, and Lecturers. etc." Lead and develop internal and external networks to foster and promote collaboration and share information and ideas, promoting both the subject and the faculty. Act as a line manager, supervising the work of others "i.e.: projects, research teams, teaching teams and clusters". Appraise and advise staff on personal and career development plans. Promote a collegiate approach and develop team spirit and team coherence. Foster and encourage inter-disciplinary team working. Be responsible for dealing with referred issues for students within own educational programs. Provide first line support to colleagues, referring them to sources of further help if required.

KEY WORKING RELATIONSHIPS/ NETWORKS

Internal

Vice President for Research and Academic Affairs.

Faculty Dean.

Vice Dean(s).

External

External Agencies.

Funding bodies and authorities

"National and International", e.g.

Research councils or Grants providers like "Erasmus, STDF, etc."

Other academics inside/outside the college

Students.

Administrative Staff.

Other faculties and units within the university.

TICO – Technology Innovation and Commercialization Office.

National Accreditation Committee.

Quality Assurance Departments.

Other Universities for collaborative research projects and research clusters.

Other researchers elsewhere.

Suppliers of goods and services.

Guest speakers and visitors.

Validation and Accreditation bodies and authorities.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Ph.D. (Full–Professorship) of related discipline.

Proven ability, commitment and passion for engaging in research activities.

Proven record of research activities, publications, refereed articles or papers.

Desirable

Professional or academic certificate in related discipline.

Professional or academic certificate in total quality management/ Executive management/ leadership, etc.

Skills and Abilities:

Essential

Prominent Managerial Skills.

Teaching and Research Skills.

Excellent command of English language skills.

Possess a high-level of interpersonal skills and demonstrated

Ability to work positively and cooperatively with students, internal and external teams and agencies.

Leadership Skills.

Conceptual Thinking.

Well-developed communication skills (Written and verbal)

Ability to work positively and cooperatively with students, internal and external teams and agencies..

Experience:**Essential**

More than 10 years of research and innovation.

At least 3 years of managerial experience within academic or large industrial/ commercial institute.

Desirable

Prominent leadership and managerial capacities.

Desirable

Current practical experience within an industry related to discipline.

Experience with a proven record of publications and research output.

Extensive experience of publishing high quality research and/or high achievement in professional practice within public domain.

Significant experience of higher education.

Experience of workload planning.

Experience of curriculum development.

Experience of staff development.

Experience of successful grants applications and funding opportunities.

Broad teaching experience at undergraduate level.

Training:

Essential

Leadership and Management Training.

Teaching Qualification.

Desirable

Managerial Training.

Accredited certifications for Managerial and Leadership competencies (e.g. Total Quality Management, Six Sigma, CIPM, CM, etc.)

Other Requirements:

Essential

Enthusiasm and passion for teaching

Desirable

Awareness of Employee development

and research.

and motivation practices.

Commitment to high quality and reputation of the faculty and the whole university.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all Department Heads are required to participate in the Management and Leadership training programs provided by the university training & development department. This requirement will not be waived regardless of prior training experience. Faculty should periodically evaluate the department heads' performance and provide them with constructive feedback.

Academic Workload:

Full-time Department Head with standard appointment should normally work 12 teaching/academic hours per week (including the 6 office hrs. /wk.)

Communication:

Department Heads are committed to using official communication tools such as the university official email "@msa.eun.eg", appropriate communication boards, official letterheads, branded PowerPoint templates, etc. Department Heads are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, staff and employee information and other information about individual students, staff or employees in or outside the class must be kept confidential except where the student has given written consent. In particular:

- No student or employees in the class/ office should ever be allowed access to a Department Head Computer account or to DH Files. Grade files on the computer should be kept protected.
- Graded assignments/ appraisals/ confidential work documents or reports should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer.
- Any department work related documents must be kept confidential as appropriate.

Use of Authority:

Decisions made by Department Heads have a significant effect on their students' grades, staff evaluation, appraisal and progress. Department Heads should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. Professors should evaluate student work objectively and fairly.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- Department Heads must not agree to be paid as tutors for students during working hours or even after working hours.
- Department Heads must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the Professor.

- Department Heads should not become romantically involved with students or subordinates in their class. Such involvement makes objective evaluation difficult and also raises questions of sexual harassment.
- If a Department Head has a friend or partner who is a student in the class, then they should not grade those students' papers.

Safety:

On extremely rare occasions, a Department Head may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously. The DH must immediately report the incident to the Faculty Dean, who will attempt to resolve the problem.

DHs are required to ensure abiding by safety and health instructions and precautions amongst all students and staff, and to report any safety or health related cases or problems immediately when occur to the Dean, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful Department Head. The range of expectations may be broad even among professors in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your students, customers and industrial world.
- Be reliable. When you post your office hours, be there on time!
- Learn your students' names, let them know you care about their learning, and try to create a sense of community. For example, you can encourage them to form study groups and provide opportunities for online discussions.
- Prepare, Prepare, Prepare for your teaching duties. Determine your objectives for every class/ lesson and the activities that will support those objectives. Anticipate your students' questions in advance. Listen well and empathetically to their questions and be committed to



Appointment of Professor/ Associate Professor

FACULTY OF LANGUAGES

ACADEMIC/P-S2-LNG10014

Job Information:

Post: Professor/ Associate Professor

Ref: PLNG10014

Responsible to: Department Head/ Faculty of Languages

Department: Faculty of Languages

Grade & Job Level: S2

Main Purpose of Job:

To contribute/draw on extensive academic excellence to carry out and undertake research, teaching, leadership and management in the field of industrial/electrical/architectural/general Languages, and within the department and the faculty of Languages.

Job Brief:

The Professor/Associate professor plays the main role in developing the educational process including teaching undergraduates and promoting and leading research and development within the department and faculty of Languages. The Professor/Associate professor oversees the design and development of the curriculum, and delivers a range of programs of teaching to MSA students, in order to ensure teaching within the quality assurance guidelines and framework of the national accreditation committee, the British standards and the organizational policies and procedures. The Professor/Associate professor leads the development and the faculty's research strategy and co-ordinate research activity within the specific subject area/ department through developing research collaborations, publications and attracting research grants if possible.

Duties and Responsibilities:

The Professor/Associate Professor's Job description is divided into four main areas of responsibilities.

Teaching and Learning:

Play a significant role in the design, development and planning of modules and programs within the subject area as required. Play a significant role in the review of modules and programs and in quality assurance and enhancement as required. Undertake research-led teaching at undergraduate level. Demonstrate strong solid commitment to faculty's overall framework of quality assurance, including the validation and revalidation of courses, student admission, e-learning and assessment. Transfer knowledge smoothly and effectively, including practical skills, methods and techniques. Encourage the development of innovative and creative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and

regulations of the department. Respond positively to student feedback. Contribute at an appropriate level to faculty policy and practice in teaching. Provide general support and guidance to students, resolving issues and /or referring to specialist parties, where appropriate. Supervise students undertaking research projects as appropriate.

Research, Innovation and Impact:

Contribute to publications or disseminate research findings using other appropriate media and in accordance to the university Intellectual Properties Policy “IP”. Make presentations at national and international conferences and similar contexts and events. Act as a referee and contribute to peer assessment. Update knowledge and understanding in field of specialism.

“Desired Contribution”

Pursue, lead and develop research at an appropriate level within own research area. Lead and co-ordinate research activity in the subject including determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications. Promote the integration of own research area with other research interests within and, as appropriate, outside the faculty. Attract research income on an individual and collaborative basis.

People Management and Team-working:

Chair committees and participate in faculty decision-making and governance. Support the head of department in its management and direction, as appropriate and agreed with the head. Contribute positively and effectively to the direction and development of the faculty, as appropriate and agreed with the head of department and faculty dean. Contribute to and support the faculty and university's strategy and strategic plan, as appropriate and agreed with the head and faculty dean. Coach, support and mentor new hires, and early career academics "TAs, ALs, and Lecturers. etc." Lead and develop internal and external networks to foster and promote collaboration and share information and ideas, promoting both the subject and the faculty. Act as a line manager, supervising the work of others "i.e.: projects, research teams, teaching teams and clusters". Appraise and advise staff on personal and career development plans. Promote a collegiate approach and develop team spirit and team coherence. Foster and encourage inter-disciplinary team working. Be responsible for dealing with referred issues for students within own educational programs. Provide first line support to colleagues, referring them to sources of further help if required.

Coverage:

In the event of absence due to illness, the post-holder must attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled.

N.B: There may be other comparable discipline area specific duties which will apply. Professors/Associate Professors are responsible for carrying out any other duties commensurate with the grade and purpose of the post.

KEY WORKING RELATIONSHIPS/ NETWORKS

Internal

Vice President for Research and Academic Affairs.

Faculty Dean.

Head of Department(s).

Other academics inside/outside the college

Students.

Administrative Staff.

Other faculties and units within the university.

TICO – Technology Innovation and Commercialization Office.

External

External Agencies.

Funding bodies and authorities
“National and International”, e.g.
Research councils or Grants providers
like “Erasmus, STDF, etc.”

Other Universities for collaborative
research projects and research
clusters.

Other researchers elsewhere.

Suppliers of goods and services.

Guest speakers and visitors.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Ph.D. (Professorship/ Associate
Professorship) of related discipline.

Proven ability, commitment and passion
for engaging in research activities.

Proven record of research activities,

Desirable

Professional or academic certificate in
related discipline.

publications, refereed articles or papers.

Skills and Abilities:

Essential

Teaching and Research Skills.

Excellent command of English language skills.

Possess a high-level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors.

Leadership Skills.

Team working skills.

Conceptual Thinking.

High Level of organizational skills.

Well-developed communication skills (Written and verbal).

Ability to work positively and cooperatively with students, internal and external teams and agencies.

Desirable

Prominent leadership capacities.

Experience:

Essential

Five to Ten years of research and innovation experience with a proven record of publications and research output.

Extensive experience of publishing high quality research and/or high achievement in professional practice within public domain.

Significant experience of higher education.

Broad teaching experience at undergraduate level.

Training:**Essential****Other Requirements:****Essential**

Enthusiasm and passion for teaching and research.

Commitment to high quality and

Desirable

Current practical experience within an industry related to discipline.

Experience of workload planning.

Experience of curriculum development.

Experience of staff development.

Experience of successful grants applications and funding opportunities .

Senior Post in relevant Field within research or academic institution combined with rounded experience in other aspects, in particular teaching and learning and enterprise.

Desirable

Teaching Qualification.

Leadership and Management Training.

Desirable

reputation of the faculty and the whole university.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all Professors/Associate Professors are required to participate in the Management and Leadership training programs provided by the university training & development department. This requirement will not be waived regardless of prior training experience. Faculty should periodically evaluate the professors' performance and provide the Professor with constructive feedback.

Academic Workload:

Full-time Professor/Associate Professor with standard appointment should normally work 14/16 teaching/academic hours per week (including the 6 office hrs. /wk).

Communication:

Professors/Associate Professors are committed to using official communication tools such as the university official email "@msa.eun.eg", appropriate communication boards, official letterheads, branded PowerPoint templates, etc. Professors/Associate Professors are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, and other information about individual students in the class must be kept confidential except where the student has given written consent. In particular:

- No student in the class should ever be allowed access to a Professor/Associate Professor Computer account or to Professor/Associate Professor Files. Grade files on the computer should be kept protected.
- Graded assignments should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer

Use of Authority:

Decisions made by Professors/Associate Professors have a significant effect on their students' grades and progress. Professors should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. Professors/Associate Professors should evaluate student work objectively and fairly.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- Professors/Associate Professors must not agree to be paid as tutors for students during working hours or even after working hours.
- Professors/Associate Professors must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the Professor.
- Professors/Associate Professors should not become romantically involved with students or subordinates in their class. Such involvement makes objective evaluation difficult and also raises questions of sexual harassment.

- If a Professor/Associate Professor has a friend or partner who is a student in the class, then they should not grade those students' papers.

Safety:

On extremely rare occasions, a Professor/Associate Professor may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously. The Professor/Associate Professor must immediately report the incident to the Department Head and to the Faculty Dean, who will attempt to resolve the problem.

Professors/Associate Professors are required to abide by safety and health instructions and precautions, and to report any safety or health related cases or problems immediately when occur to the Department Head, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful Professor. The range of expectations may be broad even among professors in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your students, customers and industrial world.
- Be reliable. When you post your office hours, be there on time!
- Learn your students' names, let them know you care about their learning, and try to create a sense of community. For example, you can encourage them to form study groups and provide opportunities for online discussions.
- Prepare, Prepare, Prepare for your teaching duties. Determine your objectives for every class/ lesson and the activities that will support those objectives. Anticipate your students' questions in advance. Listen well and empathetically to their questions and be committed to providing appropriate accurate answers.
- Use office hours as an opportunity to look closely at your students' work and planning schedules for other student support services.
- Establish your standards (within the faculty's guidelines) and stick to them. Your goal should be to provide intellectual challenge along with instructional support.



OCTOBER UNIVERSITY FOR MODERN SCIENCES AND ARTS- MSA UNIVERSITY
HUMAN RESOURCES DEPARTMENT/ ORGANIZATION DEVELOPMENT SECTION

Appointment of Lecturer

FACULTY OF LANGUAGES

ACADEMIC/L-P3-LNGS0014

Job Information:

Post: Lecturer

Ref: LLNGS50014

Responsible to: Department Head/ Faculty of Languages

Department: Faculty of Languages

Grade & Job Level: P3

Main Purpose of Job:

To take a leading role in the development of the teaching and learning process within the department. Provide support to grants and research activities in order to promote the research role of your department and its contribution to the local and international community. To actively develop the research profile with publications and papers in peer reviewed journals and undertake academic administrative and supervisory functions under the direction of Head of department.

Job Brief:

The Lecturer plays a pivotal and essential role in developing the academic teaching and learning process in order to provide a high quality undergraduates teaching and student support services. Play vital role in promoting the research activities and profiles of the department –Faculty of Mass Communication.

Duties and Responsibilities:

The Lecturer's Job description is divided into four main areas of responsibilities.

Preparation:

Prepare sufficiently to carry out the stated aims and objectives of the lecture/tutorial/lab/exercise class which you are leading (i.e. Lecture, Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Work Sheets, Visual/Learning Aids etc.)

Teaching:

Teach at undergraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department. Contribute to the development, planning and implementation of a high quality curriculum. Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria/rubrics; and provide constructive and comprehensive feedback to students. Supervise undergraduate students in Independent Learning Projects "i.e. course or graduation projects". Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance. Participate in departmental and faculty seminars aimed at sharing research outcomes and

building interdisciplinary collaboration within and outside the department, especially the industry. Provide pastoral care and support to students. Ensure that course design and delivery comply with the University quality standards and regulations, and take responsibility for the quality of programme units.

Administration & Student Support:

Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice, etc. Undertake and complete administrative duties required in the professional delivery of teaching. Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilizing appropriate technology. Play an active role in faculty activities and committees.

Research & Community Service:

Contribute to publications or disseminate research findings using other appropriate media and in accordance to the university Intellectual Properties Policy “IP”. Make presentations at national and international conferences and similar contexts and events. Act as a referee and contribute to peer assessment/review. Update knowledge and understanding in field of specialism.

“Desired Contribution”

Pursue, lead and develop research at an appropriate level within own research area. Lead and co-ordinate research activity in the subject including determining research objectives, developing organizational collaborations on national and

international levels, preparing research proposals, applying for national and international research grants and developing positive academic–industrial relationships through innovative research applications. Promote the integration of own research area with other research interests within and, as appropriate, outside the faculty. Attract research income on an individual and collaborative basis.

N.B: There may be other comparable discipline area specific duties which will apply. Lecturers are responsible for carrying out any other duties commensurate with the grade and purpose of the post.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Ph.D. of related discipline.

Proven ability, commitment and passion for engaging in research activities.

Proven record of research activities, publications, refereed articles or papers.

Desirable

Professional or academic certificate in related discipline.

Skills and Abilities:

Essential

Teaching and Research Skills.

Excellent command of English language skills.

Desirable

Prominent leadership capacities.

Possess a high-level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors.

Ability to work positively and cooperatively with students, internal and external teams and agencies.

Experience:

Essential

More than 5 years of experience.

Desirable

Current practical experience within an industry related to discipline.

More than 5 years of Teaching at university level

Training:

Essential

Desirable

Teaching Qualification.

Leadership Training.

Other Requirements:

Essential

Desirable

Enthusiasm and passion for teaching and research.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all Lecturers are required to participate in the Lecturer training programs provided by the university training & development department. This requirement will not be waived regardless of prior teaching experience. Faculty should periodically evaluate the Lecturer performance and provide the Lecturer with constructive feedback.

Academic Workload:

Full-time Lecturer with standard appointment should normally work 20 teaching/academic hours per week (including the 6 office hrs./wk).

Communication:

Lecturers are committed to using official communication tools such as the university official email “@msa.eun.eg”, appropriate communication boards, official letterheads, branded PowerPoint templates, etc. Lecturers are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, and other information about individual students in the class must be kept confidential except where the student has given written consent. In particular:

- No student in the class should ever be allowed access to a Lecturer computer account or to Lecturer files. Grade files on the computer should be kept protected.
- Graded assignments should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer.

Use of Authority:

Decisions made by Lecturers have a significant effect on their students' grades and progress. Lecturers should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. Lecturers should evaluate student work objectively and fairly.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- Lecturers must not agree to be paid as tutors for students during working hours or even after working hours.
- Lecturers must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the Lecturer.
- Lecturers should not become romantically involved with students in their class. Such involvement makes objective evaluation difficult and also raises questions of sexual harassment.
- If a Lecturer has a friend or partner who is a student in the class, then they should not grade those students' papers.

Safety:

On extremely rare occasions, a Lecturer may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously. The Lecturer must immediately report the incident to the Department Head and to the Faculty Dean, who will attempt to resolve the problem.

Lecturers are required to abide by safety and health instructions and precautions, and to report any safety or health related cases or problems immediately when occur to the Department Head, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful Lecturer. The range of expectations may be broad even among professors in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your students.
- Be reliable. When you post your office hours, be there on time!
- Learn your students' names, let them know you care about their learning, and try to create a sense of community. For example, you can encourage them to form study groups and provide opportunities for online discussions.
- Prepare, Prepare, Prepare for your teaching duties. Determine your objectives for every class/ lesson and the activities that will support those objectives. Anticipate your students' questions in advance. Listen well and empathetically to their questions and be committed to providing appropriate accurate answers.
- Use office hours as an opportunity to look closely at your students' work. Be keen not to interrupt your peers by excessive students' visits and meetings at staff rooms.
- Establish your standards (within the faculty guidelines) and stick to them. Your goal should be to provide intellectual challenge along with instructional support.
- Demonstrate high level of commitment to further academic accomplishment and other research projects and publications.
- Stick to University policies and procedural guidelines. Your responsibility to read and abide by the university regulations and policies.
- And finally, convey enthusiasm for your subject.



OCTOBER UNIVERSITY FOR MODERN SCIENCES AND ARTS- MSA UNIVERSITY
HUMAN RESOURCES DEPARTMENT/ ORGANIZATION DEVELOPMENT SECTION

Job Information:

Post: Assistant Lecturer

Ref: ALLNG50014

Responsible to: Program Leader / Faculty of Languages

Department: Faculty of Languages

Grade & Job Level: P2

Main Purpose of Job:

To facilitate teaching process in cooperation with the instructor, to handle associated administrative duties, and to carry on post-graduate studies in a relevant discipline under the supervision of an MSA full time Ph. D. staff member.

Job Brief:

The Assistant Lecturer plays a pivotal role in assisting and developing the academic teaching process in order to provide a high quality undergraduates teaching and student support services, including: review sessions, grading assignments, holding office hours, leading field trips, uploading course materials to the e-learning portal/website(s), attending instructor's lectures, etc.

Duties and Responsibilities:

The Assistant Lecturer's Job description is divided into four main areas of responsibilities.

Preparation:

Prepare sufficiently to carry out the stated aims and objectives of the tutorial/studio/lab./exercise class which you are handling (i.e. Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Work Sheets, Visual/Learning Aids, etc.)

Teaching:

ALs share with Teaching Assistants the responsibilities of supervising undergraduate students' work and academic progress through facilitating a discussion section or tutorials/ laboratories/ studios, conducting review sessions, holding weekly office hours, uploading course materials and e-learning portals (Act as the course web master), grading assignments, providing regular feedback to students regarding their academic progress, lead field trips, provide career counseling, distribute or copy reading materials, keep required records of students' academic work and demonstrating commitment to the quality assurance and national accreditation requirements and instructions. ALs review teaching activities and identify and implement teaching strategies designed to improve learning outcomes for students and in accordance to university's policies and instructor's guidelines.

Administration:

Keep accurate records of students' attendance using the available campus technologies and facilities "following the required policies and procedures". Report, briefly and periodically, on the attendance and academic work progress of each student at the end of each semester. Hold weekly office hours "at least 6 hrs./wk" and notify tutees accordingly through available campus technologies and

facilities such as “Official university email, post regular office hours schedule on the e-learning solution or academic bulletin boards, etc.” Distribute and arrange for return of course evaluation questionnaires whenever needed. Provide assistance and guidance for new comer students. Support students’ registration process as required at the beginning of each semester. Organize academic related activities (e.g. field trips, hosting guest speakers, experiential learning activities for students when necessary). Participate in proctoring and supervising mid-term, final, and summer exams and participate in the control work whenever needed. Participate in committees appropriate to courses and meetings convened by management as appropriate.

Coverage:

In the event of absence due to illness, the post-holder must attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Master’s degree of related discipline.

Proven ability, commitment and passion for engaging in research activities.

Desirable

Professional or academic certificate in related discipline.

Skills and Abilities:

Essential

Teaching and Research Skills.

Excellent command of English language skills.

Desirable

Excellent Business writing skills.

Excellent command of using Microsoft package “PowerPoint, Word, and

Possess a high-level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors.

Excel”.

Good Administration skills.

Prominent Leadership Skills.

Ability to work positively and cooperatively with students, internal and external teams and agencies.

Experience:

Essential

More than 2 years of experience.

Desirable

Current practical experience within a University or an industry related to discipline.

Training:

Essential

Desirable

Teaching Qualification.

Leadership Training.

Other Requirements:

Essential

Desirable

Enthusiasm and passion for teaching and research.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all ALs are required to participate in the AL training program provided by the university training & development department. This requirement will not be waived regardless of prior teaching experience. Faculty should periodically evaluate the ALs performance and provide the AL with constructive feedback.

Academic Workload:

Full-time ALs with standard appointment should, normally, work 22 teaching/academic hours per week (including the 6 office hrs./wk).

An AL is not employed as a substitute instructor, where the effect is to relieve the instructor of his or her teaching responsibilities (this is specifically prohibited by University Policy). In the event that an instructor is absent from faculty, he or she will normally ask another faculty member "Instructor" to act as a substitute. However, in the event of an emergency, the Department Head may ask the AL to substitute for the instructor. An AL may decline to substitute for the instructor if doing so would interfere with his or her normal duties, or if he or she feels unprepared to lecture. Whenever an AL serves as a substitute lecturer, a faculty member shall be appointed to supervise.

Work Attendance and Communication:

ALs are responsible for contacting the instructor for their course prior to the first day of instruction. ALs are expected to be present during scheduled office hours or sections. If an AL must cancel office hours or sections due to illness or another conflict, he or she should notify the students as soon as possible, preferably by an announcement in the course lecture, but at least by having a notice posted at the appropriate location "Academic bulletin boards, office doors, classroom, etc." or through official email. The instructor should also be notified. Canceled office hours or sections should be rescheduled, if possible, in

consultation with the instructor. ALs are committed to using official communication tools such as the university official email “@msa.eun.eg”, appropriate communication boards, official letterheads, branded PowerPoint templates, etc. ALs are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, and other information about individual students in the class must be kept confidential, except where the student has given written consent. In particular:

- No student in the class should ever be allowed access to an AL computer account or to AL files. Grade files on the computer should be kept protected.
- Graded assignments should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer.

Use of Authority:

Decisions made by ALs have a significant effect on their students' grades and progress. ALs should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. ALs should evaluate student work objectively and fairly.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- ALs must not agree to be paid as tutors for students during working hours or even after working hours.
- ALs must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the AL.

- ALs should not become romantically involved with students in their class. Such involvement makes objective evaluation difficult and, also, raises questions of sexual harassment.
- If an AL has a friend or partner who is a student in the class, then they should not grade those students' papers.

Safety:

On extremely rare occasions, an AL may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously. The AL must immediately report the incident to the instructor/ Department Head and to the Faculty Dean, who will attempt to resolve the problem.

ALs are required to abide by safety and health instructions and precautions, and to report any safety or health related cases or problems immediately when occur to the Department Head, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful AL. The range of expectations may be broad even among professors in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your students.
- Be reliable. When you post your office hours, be there on time!
- Learn your students' names, let them know you care about their learning, and try to create a sense of community. For example, you can encourage them to form study groups and provide opportunities for online discussions.
- Prepare, Prepare, Prepare for your teaching duties. Determine your objectives for every class/ lesson and the activities that will support those objectives. Anticipate your students' questions in advance. Listen well and empathetically to their questions and be committed to providing appropriate accurate answers.
- Use office hours as an opportunity to look closely at your students' work. Be keen not to interrupt your peers by excessive students' visits and meetings at staff



Appointment of Teaching Assistant

FACULTY OF LANGUAGES

ACADEMIC/TA-E2-LNG50014

Job Information:

Post: Teaching Assistant

Ref: TALNGS50014

Responsible to: Department Head/ Faculty of Languages

Department: Faculty of Languages

Grade & Job Level: E2

Main Purpose of Job:

To facilitate teaching process in cooperation with the instructor, and associated administrative duties. Carry on post-graduate studies in a relevant discipline.

Job Brief:

The Teaching Assistant plays a pivotal role in assisting the academic teaching process in order to provide a high quality undergraduates teaching and student support services, including review sessions, holding office hours, leading field trips, uploading course materials and grades to e-learning portals/ website. TAs may be required to attend instructor's lectures regularly, etc.

Duties and Responsibilities:

The Teaching Assistant's Job description is divided into four main areas of responsibilities.

Preparation:

Preparing sufficiently to carry out the stated aims and objectives of the tutorial/studio/lab./exercise class which you are handling (i.e. Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Work Sheets, Visual/Learning Aids, etc.)

Teaching:

TAs share with Assistant lecturers the responsibilities of supervising undergraduate students' work and academic progress through facilitating a discussion section or tutorials/ laboratories/ studios, conducting review sessions, handling tutorials/studios/Labs. holding weekly office hours, uploading course materials and grades to the e-learning portals (Act as the course web master), TAs may be required to attend instructor's lecture regularly, grading assignments, providing regular feedback to students regarding their academic progress, leading field trips, providing career management counseling, distribute or copy reading materials, keep required records of students' academic work and demonstrating commitment to the quality assurance and national accreditation requirements and instructions.

Administration:

Keep accurate records of students' attendance using the available campus technologies "following the required policies and procedures". Report, briefly and periodically, to the course instructor on the attendance and academic work progress of each student at the end of each semester. Hold weekly office hours

“at least 6 hrs./wk.” and notify tutees accordingly through available campus technologies and facilities such as “Official university email, post regular office hours schedule on the e-learning portal or academic bulletin boards, etc.” Distribute and arrange for return of course evaluation questionnaires whenever needed. Provide assistance and guidance for new comer students. Support students’ registration process as required at the beginning of each semester. Organize academic related activities (e.g. field trips, hosting guest speakers, experiential learning activities for students when necessary). Participate in proctoring and supervising mid-term, final, and summer exams, and participate in the control work whenever needed.

Coverage:

In the event of absence due to illness, the post-holder must attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Bachelor’s degree of related discipline.

Desirable

Professional or academic certificate in related discipline.

Skills and Abilities:

Essential

Teaching and Research Skills.

Excellent command of English language skills.

Desirable

Excellent Business writing skills.

Excellent command of using Microsoft package “PowerPoint, Word, and Excel”.

Good Administration skills.

Experience:

Essential

Teaching at university level.

Desirable

Training:

Essential

Desirable

Teaching Qualification.

Other Requirements:

Essential

Desirable

Enthusiasm and passion for teaching.

ADDITIONAL INFORMATION:

Training:

In accordance with University training policy and rules, all TAs are required to participate in the TA training program provided by the university training & development department. This requirement will not be waived regardless of prior teaching experience. Faculty should periodically evaluate the TAs performance and provide the TA with constructive feedback.

Academic Workload:

Full-time TAs with standard appointment should normally work 24 teaching/academic hours per week (including the 6 office hrs./wk.).

A TA is not employed as a substitute instructor, where the effect is to relieve the instructor of his or her teaching responsibilities (this is specifically prohibited by University Policy.) In the event that an instructor is absent from faculty, he or she will normally ask another faculty member “Instructor” to act as a substitute. However, in the event of an emergency, the Department Head may ask the TA to substitute for the instructor. A TA may decline to substitute for the instructor if doing so would interfere with his or her duties (e.g. a class), or if he or she feels unprepared to lecture. Whenever a TA serves as a substitute lecturer, a faculty member shall be appointed to supervise.

Work Attendance and Communication:

TAs are responsible for contacting the instructors for their course prior to the first day of instruction. TAs are expected to be present during scheduled office hours or sections. If a TA must cancel office hours or sections due to illness or another conflict, he or she should notify their students as soon as possible, preferably by an announcement in the course lecture, but at least by having a notice posted at the appropriate location “Academic bulletin boards, office doors, classroom, etc.” or through official email. The instructor should also be notified. Canceled office hours or sections should be rescheduled, if possible, in consultation with the instructor. TAs are committed to using official communication tools such as the university official email “@msa.eun.eg”, appropriate communication boards, official letterheads, branded PowerPoint templates, etc. TAs are committed to pick up their professional emails at least TWO times per day.

Confidentiality:

All completed assignments, exams, grades, correspondence, and other information about individual students in the class must be kept confidential except where the student has given written consent. In particular:

- No student in the class should ever be allowed access to a TA computer account or to TA files. Grade files on the computer should be kept protected.
- Graded assignments should not be left in a public place.
- Answer keys or exam materials should be kept secure in a locked drawer.

Use of Authority:

Decisions made by TAs have a significant effect on their students' grades and progress. TAs should carry out their responsibilities professionally with commitment to objective evaluation, and be especially careful not to abuse their authority. TAs should evaluate student work objectively and fairly. TAs are expected to demonstrate professional and appropriate behavior in dealing with students and all staff members.

Ethics “*for more details kindly get back to the Code of Business Conduct*”:

- TAs must not agree to be paid as tutors for students during working hours or even after working hours.
- TAs must not agree to be paid as tutors for students in their class. These students would by definition receive preferential access to the TA.
- TAs should not become romantically involved with students in their class. Such involvement makes objective evaluation difficult and also raises questions of sexual harassment.
- If a TA has a friend or partner who is a student in the class, then they should not grade those students' papers.

Safety:

On extremely rare occasions, a TA may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously.

The TA must immediately report the incident to the instructor/ Department Head and to the TA Faculty Dean, who will attempt to resolve the problem.

TAs are required to abide by safety and health instructions and precautions, and to report any safety or health related cases or problems immediately when occur to the Department Head, who will attempt to resolve it or communicate it to the Occupational Safety and Health Office.

Being Successful (University's instructions of good performance):

Let's consider what it means to be a successful TA. The range of expectations may be broad even among professors in the same department. However, you can't go wrong with the following instructions:

- Establish a good working relationship with your supervisor and your peers.
- Establish effective relationships with your students.
- Be reliable. When you post your office hours, be there on time!
- Learn your students' names, let them know you care about their learning, and try to create a sense of community. For example, you can encourage them to form study groups and provide opportunities for online discussions.
- Prepare, Prepare, Prepare for your teaching duties. Determine your objectives for every class/ lesson and the activities that will support those objectives. Anticipate your students' questions in advance. Listen well and empathetically to their questions and be committed to providing appropriate accurate answers.
- Use office hours as an opportunity to look closely at your students' work. Be keen not to interrupt your peers by excessive students' visits and meetings at staff rooms.
- Establish your standards (within the instructors' guidelines) and stick to them. Your goal should be to provide intellectual challenge along with instructional support.
- Stick to University policies and procedural guidelines. Your responsibility to read and abide by the university regulations and policies.
- And finally, convey enthusiasm for your subject.



Appointment of Administration Assistant/ Secretary

Faculty of Languages –Faculty Administration

ADMIN/AAS-E1-LNG40014

Job Information:

Post: Administration Assistant/ Secretary

Ref: AASLNG40014

Responsible to: Faculty Dean/ Department Head – Faculty of Languages

Department: Faculty Administration/ Languages Faculty

Grade & Job Level: E1

Main Purpose of Job:

The Sr. Administration Assistant plays pivotal role in improving and developing the faculty administration process that contribute effectively to the improving the learning experience within the faculty.

Job Brief:

To provide a high level of both clerical and administrative support to Department Head/ Dean by conducting research, preparing statistical reports, handling information requests, receiving visitors, arranging conference calls, organizing department meetings and scheduling meetings, either as part of a team or

individually. The post holder plays a pivotal role as part in administration and smooth-running of businesses throughout the faculty in order to contribute effectively to the university's growth.

Duties and Responsibilities:

The Administration Assistant/ Secretary's Job description is divided into five main areas of responsibilities.

Administration & Support:

- The post holder is responsible for coordination and implementation of office procedures and daily administrative requirements besides being frequently responsible for specific projects and tasks as appropriate to the job level.
- Devising and maintaining office systems, procedures and regulations.
- Managing department meetings "e.g. Board of study meeting, department weekly meetings, etc." including handling logistics, taking minutes, informing attendees, producing meeting agenda and keeping notes.
- Handling purchasing requests for department administration, office or students' work requirements.
- Preparing responses to correspondence containing routine inquiries as appropriate.
- Assisting the Department head to maintain a proper attendance and tracking report for the Department staff members.
- Producing and formulating department academic schedules in coordination with the IT-oracle department and academic staff as appropriate and in accordance to department head directions and faculty's policies and procedures
- Reviewing administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in

areas such as workflow, reporting procedures, forms design or expenditures.

Recording & Tracking:

Maintaining records management by

- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets, students' complains and requests, Students and staff attendance records and databases;
- Organizing and storing paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Filing and retrieving faculty and department's documents, records, and reports.
- Preparing invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Filing and retrieving students and staff results of surveys and questionnaires as appropriate.

Students Relationship Management:

- Building positive relationship with students
- Conducting students' questionnaires and surveys to ensure that all students and staff members are able to convey their opinions, feedback and suggestions appropriately and effectively and in accordance to the department head directions.

- Handling students requests, complains or grade appeals/ remark requests promptly or referring to the student affairs unit as appropriate.

Coverage:

In the event of absence due to illness, the post-holder must attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled.

N.B: There may be other comparable discipline area specific duties which will apply. Administration Assistants are responsible to the department head/Dean for the faculty that they are assisting. This may include liaising with other administrative or academic staff on matters relating to faculty administration, logistics and students relationship management.

PERSON SPECIFICATIONS

Knowledge and Education:

Essential

Bachelor degree of related discipline.

Desirable

Customer Relationship Management certificate/Diploma

Skills and Abilities:

Essential

Excellent verbal and written communication skills.

Very good command of English language skills

Excellent Business writing skills

Desirable

Very good command of dealing with Oracle system as a user.

Excellent command of using Microsoft package “PowerPoint, Word, and Excel”

Good command of using MS. Access

Excellent Administration skills

Ability to handle multiple projects and tasks

Ability to deal with faculty, staff, students and the public with tact and courtesy

Must be dependable, reliable and accountable.

Ability to maintain confidentiality on all information regarding student records, faculty and student communications and personnel matters.

Strong customer service skills

Experience:

Essential

0–4 years of Administration Assistant / Secretary Experience.

Desirable

Experience in customer service or administration

Experience of working in academic environment

Training:**Essential**

Administrative Skills

ICDL

Desirable

Oracle training

Customer Relationship Management
Training

Communication Skills training

Other Requirements:**Essential**

Passion and enthusiasm to satisfying
internal or external customers' requests
and needs

Desirable**ADDITIONAL INFORMATION:****Safety:**

On rare occasions, a AAS may be threatened or harassed by a student/employee/customer, either in person or by electronic mail. These problems should be taken seriously. The AAS must immediately report the incident to the Department Head, who will attempt to resolve the problem.

Key Performance Indicators for AAS Job:

Key Responsible Area– Key Performance Indicator – KPIs
KRAs

Administration & Support Shorter Processing Times

	Reduced Error Rates
	% of Logistics score of the satisfaction/ evaluation sheets
	Accuracy of records and data
	Reports on time
	Staff members feedback
Recording & Tracking	Accuracy of records
	% of up to date data
	Quality of data extracted and analysis
	Shorter time of processing required data
Students Relationship Management	% of improvement in Students Feedback
	# of incidents and complains
	Shorter time of processing students requests
	Reducing students dropout, withdrawals and in-complete rate

Being Successful (University Instructions):

Let's consider what it means to be a successful AAS. The range of expectations may be broad even among seniors and managers in the same department. However, you can't go wrong with the following Instructions:

- Establish a good working relationship with your supervisor and your peers.
- Demonstrate prominent abilities of being a team player through supporting new hires and peers to accomplish the occupational or organizational work objectives.
- Establish effective relationships with your internal customers within the department.
- Be reliable and accountable in all your tasks and duties (manage to meet deadlines)
- Be proactive and maintain a professional; self-image among all university community (Dress professionally and in compliance with the university guidelines, act professionally, communicate accurately and deliberately, initiate positive ideas and actions whenever applicable)

Job Title	English language instructor
Responsibility	To teach English

MAIN DUTIES & RESPONSIBILITIES

- 1. To teach between 9 to 12/15-18 hours, as well as the extra and office hours. This varies according to the contract.**
2. To start the sessions on time and report the number of students who attend the session to the floor attendant on a daily basis. (In case the floor attendant does not ask regularly for it, please inform the Dean and the floor supervisor)
3. To follow the course outline as planned by the course coordinator.
4. To discuss the course objectives, grading system & weekly plan with the students, and tell the students where to find the course material.
5. To prepare the lessons carefully before attending any class and use the E-learning website.
6. To keep an updated record of the students' marks & attendance; by using the attendance sheet from the oracle, that can be provided by the faculty secretary.
7. To send a weekly progress sheet to his/her coordinator, reporting the covered & uncovered areas during each week, besides a commentary on the students' performance; especially the weak ones or describing any encountered problems.

- 8.** To provide the proper feedback to the students on a regular basis, along with oral warnings to the number of absences & performance of the students.
- 9.** To provide the course co-ordinator with a report of the weak students indicating their problems e.g. attendance, participation, assignments and quizzes at least a week before the mid-term exams.
- 10.** To help in preparing the midterm & final term exams as decided by the course coordinators/supervisors.
- 11.** To correct & mark the students' assignments, quizzes, reports, projects & exams according to the standard criteria set by the course coordinator/supervisor.
- 12.** To submit a copy of the students' detailed course work to the coordinator at the end of the term, along with keeping copies of the students' portfolios & projects.
- 13.** To attend the meetings organized by the course coordinators, supervisors or the university's administration.
- 14.** To undertake any extra tutorials that his/her students may need.
- 15.** To assign four office hours per week & inform the students & the floor attendant of them; preferable 2 hrs twice a week.
- 16.** To be ready to replace absent teachers in case a colleague is absent.
- 17.** In case of absence, the instructor must notify the supervisor and the Dean at least one day ahead, or in cases of urgency, as the first thing in the morning. Also, he/she should provide the number of the room, the time of the session & send the teaching material.
- 18.** To communicate effectively with his/her colleagues, coordinators & supervisors, along with showing responsibility, commitment & cooperation specially in using the university account of share-point.

19. To check his/her email at least once a day for any news, announcements or instructions.
20. To take a positive part in the different university faculty activities and administrative work.
21. To undertake the training courses with the objective of improving and/or developing the different skills and abilities.
22. To carry out the proctoring duties as scheduled by the university administration.
23. To perform any paper work as requested by the Dean, co-ordinators or supervisors.

Job Description

Job Title	English language course coordinator
Responsibility	To coordinate an English Course; ENG 80, 90,101,102.201

MAIN DUTIES & RESPONSIBILITIES

1. To teach between 9 to 12/15-18 hours, as well as the extra and office hours. This varies according to the contract.
2. To discuss the course objectives, overview & grading system with the course instructors in an orientation session before the beginning of the term, after deciding on them with the course supervisor.
3. To set a proper detailed weekly plan of the course with the due dates for all the assignments and quizzes.
4. To fully-orient any new instructor to the course.

5. To meet with the instructors of the course on regular basis; perhaps once a week.
6. To standardize the assessment criteria, quizzes, assignments, fieldtrips, projects and all teaching material and delivery (as much as possible) among all instructors.
7. To follow up the course instructors during the weekly meetings in:
 - a. Covering the outline through their weekly progress sheets & comments on the students' performance.
 - b. Keeping records of students' attendance
 - c. Correcting Quizzes & assignments, and giving the students a regular feedback.
 - d. Checking the students' portfolios.
8. To distribute tasks among the instructors:
 - a. Material preparation.
 - b. E-learning website.
 - c. Exam setting.
9. To set the criteria or the specifications of the midterm & final exams, as well as the correction schedule & tasks, and follow up due dates and second marking.
10. To submit midterm & final exams in final forms to the dean one week before the exam dates.
11. Administrative work
12. To communicate effectively with his/her colleagues, coordinators & supervisors, along with showing responsibility, commitment & cooperation specially in using the university account of share-point.

Job Description

Job Title	Supervisor/Programme Leader
Reporting to	Dean of the Faculty of Languages
Main Purpose of Job	To ensure the implementation of the curriculum and its success

MAIN DUTIES AND RESPONSIBILITIES

To teach between 9 to 12/15-18 hours, as well as the extra and office hours. This varies according to the contract.

1. Implementing the Course Curriculum

- To set the objectives and goals to be attained by the course and to make it understood by all instructors.
- To set the course syllabus every semester in a clear manner to ensure that all instructors have a clear view of their duties as teachers.
- To ensure that the students have attained the required level of education by constantly reviewing their portfolios and assessing their work and their progress.
- To develop the curriculum as deemed necessary by working in co-operation with the instructors.
- To carefully monitor the course curriculum to ensure that target goals are achieved.
- To prepare teaching resources and any other material that facilitates the teaching and learning process.

2. Leading and Managing Staff

- To pay official and non-official class visitations for the purpose of monitoring and developing the quality assurance of teaching and learning.

To write

- class visit reports and instructor evaluation to be submitted to the Dean of the Faculty of Languages.
- To advise instructors in order to maximize the contribution of the staff in improving standards of instruction.
- To monitor the performance of instructors through weekly reports submitted by the course coordinator, and to discuss any matters with instructors so as not to disrupt the flow of the curriculum.
- To monitor and provide the needs of instructors for training sessions to enhance the teaching process.
- To monitor teacher records to ensure the fairness and unity of coursework amongst all teachers.
- To make sure that all instructors are using Moodle.

- To encourage initiative and team work and sustain motivation.
- To create and maintain good working relationships amongst all members of the staff and administrative work.
- To use E-learning website.
- To hold regular meeting with the staff to discuss problems and to allow instructors to share their experiences.
- To make regular announcements in case of any changes, and to ensure that all related parties are informed.

3. Examinations

- To prepare the final drafts of all exams.
- To prepare a fair and organized marking schedule