

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

1.1	Position Title:	Assistant/Associate Lecturer
1.2	Position Level:	6 & above
1.3	Occupational Group:	Academics
1.4	College/OVC:	Gyalpozhing College of Information Technology

### 2. MAIN PURPOSE OF THE POSITION:

- 2.1 Plan and teach technopreneurship-related modules
- 2.2 Design and implement assessment items
- 2.3 Contribute to institutional capacity building through innovation and research of curriculum, academic inputs, and international exchange programs
- 2.4 Run GCIT's incubator space, which includes, but is not limited to running events, activities within the space
- 2.5 Building connections with potential partners that can provide opportunities for student projects, sharings and funding
- 2.6 Undertake academic or project-related administrative duties and provide operational support within the department.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### 3.1 Teaching

- a) Develop and deliver a comprehensive curriculum on technopreneurship.
- b) Develop and deliver effective lesson plans that meet course objectives and academic standards.
- c) Contribute to curriculum development and designing and revising programs in the subject area.
- d) Provide students with instructional materials, including handouts, presentations, and multimedia resources.

- e) Assess and evaluate student performance through tests, quizzes, assignments, and projects.
- f) Foster a positive, engaging learning environment that encourages student participation and active learning.
- g) Provide academic and career guidance to students, including advising on career paths and job opportunities.
- h) Keep up-to-date with advances in business, technology, techniques, and industry trends.
- i) Collaborate with other faculty members to integrate technopreneurship principles into other courses and programs.
- j) Contribute to developing or improving teaching-learning and assessment in the subject area.
- k) Participate actively in the development of the discipline's teaching-learning and assessment strategies.
- l) Contribute to the organization of organizational work.
- m) Advise others (particularly those at the entry-level) on entry-level teaching-learning and assessment.
- n) Take responsibility for the effective management of allocated resources.

### **3.2 Project Management**

- a) Generate funds for the University through projects, consultancies, and advice;
- b) Supervise research projects and dissertations where these are part of the program (s) of study;

### **3.3 Services**

- a) Contribute as resource persons, coordinators, or organizers for various professional development activities within the College/University as well as for those outside.

- b) Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- c) Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- d) Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- e) Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- f) Coordinate the organization of conferences, seminars, workshops, and/or working with relevant experts in the area of specialization; and
- g) Provide guidance to other staff and students.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

- Teach technopreneurship production-related modules.

#### **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

**1. Education:** A Bachelor's or Master's degree in Business, Entrepreneurship, or a related field.

**2. Experience:**

- a. Experience in teaching or working in entrepreneurship is preferred, but not mandatory.
- b. Experience as an entrepreneur or business owner would be ideal, but not mandatory.

**3. Knowledge Skills and Abilities:**

- a. Ability to demonstrate a high level of commitment to teaching
- b. Ability to listen and be open to multiple views, perspectives, and feedback
- c. Engagement in continuous learning and development, and commitment to continuous improvement by way of recognizing to change in personal, interpersonal, and managerial behavior
- d. Sound skills in research, analysis, and dissemination of knowledge mainly by way of publication
- e. Ability to master a particular field of specialization and provide excellent learning outcomes among the students