



## Job Description

**Job Title:** Associate Professor / Assistant Professor in Accounting and Finance

**Department:** Business and Accounting

**Reports to:** HoD of the Business and Accounting Department

### **Job purpose:**

The Associate Professor/ Assistant Professor in Accounting and Finance in Business Administration is responsible for delivering high-quality teaching and learning in business-related disciplines, contributing to curriculum development, student academic advising, and applied research activities. The role aims to enhance students' academic knowledge, practical skills, and employability in alignment with the strategic objectives of the College.

### **Main responsibilities:**

- Deliver lectures, tutorials, and practical sessions in Business Administration modules in accordance with approved academic programs and College regulations.
- Prepare and update teaching materials, course outlines, lesson plans, handouts, presentations, and learning resources.
- Engage in research, consultancy, and professional development activities relevant to Business Administration
- Participate actively in curriculum design, review, and continuous improvement to ensure relevance.
- Conduct student assessment in line with approved assessment policies, grading schemes, and internal verification requirements.
- Maintain accurate and up-to-date course/module files, including lesson plans, assessments, and student records.
- Provide academic advising, guidance, mentoring, and pastoral support to students.
- Supervise undergraduate projects and, where applicable, postgraduate research and dissertations.
- Participate in examination-related activities, including invigilation, marking, moderation, and result analysis.
- Contribute to departmental and College committees, accreditation activities, and quality assurance processes.



- Actively participate in co-curricular and extra-curricular activities, workshops, seminars, and industry engagement initiatives.
- Comply with College policies, procedures, working hours, and display official office hours as required.

**Position Requirements:**

Criteria	Essential	Desirable
<b>Qualification</b>	PhD in Business Administration or a related discipline from a recognized institution.	Professional certifications in management, business, or related areas.
<b>Research</b>	A strong research profile in specialization	Publications in Scopus Q1 indexed journals
<b>Experience</b>	Minimum of 3 years of teaching experience at the undergraduate level in Business Administration or related fields.	<ul style="list-style-type: none"><li>Experience in teaching postgraduate modules.</li><li>Relevant industry or consultancy experience within Oman or the GCC region.</li></ul>
<b>Knowledge Skills</b>	<ul style="list-style-type: none"><li>Ability to supervise undergraduate and postgraduate research projects.</li><li>Research output in recognized journals or conferences.</li><li>Experience aligning academic programs with labor market needs and accreditation standards.</li><li>Good report-writing and academic documentation skills.</li></ul>	
<b>Technical/Work-based Skills</b>	<ul style="list-style-type: none"><li>Strong knowledge of core business areas such as management, marketing, human resources, operations, or entrepreneurship.</li><li>Effective teaching, presentation, and classroom management skills.</li><li>Ability to use learning management systems and educational technologies.</li><li>Strong organizational skills and attention to detail.</li></ul>	



**Employee Acknowledgement:**

I accept the above Job Description and have read and understand its content and the responsibilities assigned to this position.

Employee Name:

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Received date:

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Signature:

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