

VACANCY NOTICE

REF: C27032024

POSITION	DEAN – SCHOOL OF EDUCATION, HUMANITIES & SOCIAL SCIENCES
LOCATION	PENANG
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

- To contribute to the development of the University’s mission, building upon its innovative educational experience to become a leading Open Distance Learning university in the region.
- To network with partner institutions from government, industry and business organizations for the purpose of developing and offering collaborative diploma, undergraduate and postgraduate training programmes.
- To work with the related departments to ensure consistency of quality in curriculum development and delivery of diploma, undergraduate and postgraduate programmes.
- Teach, coordinate and develop learning materials for undergraduate and postgraduate courses (Open Distance Learning, Online Learning and Classroom Lecture) in the prescribed fields within the school.
- Conduct relevant research, publication and consultancy activities in related areas.
- Lead the School in developing new academic programmes, enhancing delivery and learning, facilitate seminars and other projects relevant to the University.
- To oversee the programmes to ensure accreditation been granted by complying with the MQA Full Accreditation or MQA Maintenance Audit exercise.

JOB REQUIREMENTS

- Applicants should possess a Doctor of Philosophy in Social Science or Education.
- Applicants should have relevant experience as Dean or Deputy Dean of a Faculty/School.
- Previous experience with online and distance education methodologies would be a strong advantage, as would a high level of oral and written competence in both English and Bahasa Malaysia.
- At least 5 years of relevant working experience in an institution of higher learning.
- Ability to remain abreast of the emerging methodologies in open distance learning.
- Ability to work in a team.