



Job Description

Job title	Lecturer
Department	Faculty of Engineering
Immediate supervisor	HOD/ Dean of Engineering
Working Relationship	➤ Internal : Students, all departments and management ➤ External: As per the instructions from HOD

OVERVIEW TO THE ROLE

Lecturers are required to teach and provide guidance to students in a specialized field of study. They are responsible for preparing and presenting lectures, creating and supervising examinations, and marking examination papers. They are expected to help students in their final year projects.

DUTIES AND RESPONSIBILITIES:

- Teach the assigned classes in Foundation or Degree programs including independent lectures and tutorials and/or lab session.
- Teaching responsibilities is governed by department needs and will be determined every term by Head of Department and the Dean of Faculty.
- Develop course syllabi and class materials in the assigned courses in coordination with HOD.
- Participate in the review of Quizzes, Midterm, and Final Examinations
- Prepare multiple Final Exam versions, if required.
- Help in the textbook selection process for Beginning, Intermediate, and Advanced courses.
- Carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
- Attend and contribute to meetings or events relating to the department.
- Any other task assigned to you by your Head of Department/Dean

All duties and responsibilities shall be carried out under the direction of your Head of Department and are subject to evaluation by your HOD/ Dean of Faculty/President.

QUALIFICATIONS EXPERIENCE AND ATTRIBUTES

- Min. Master Degree in relevant field from a reputed University.
- Minimum 2-4 years' experience in the same field.
- Strong written and spoken English communication skills
- Computer Literacy
- Excellent research skills
- Having high attention to students and their needs
- Creative and Self Motivated



KUWAIT COLLEGE OF SCIENCE & TECHNOLOGY
كلية الكويت للعلوم والتكنولوجيا
Private University جامعة خاصة

COMPETENCIES

- Integrity
- Formal Presentation
- Student and Quality Orientation
- Continuous Improvement
- Cultural Awareness /Adaptability
- Attentive and active listening

Reviewed & Approved By: Name:

Prof. K. Al-Degai

Signature:

Date:

26/08/19