



Job Description

Job title: Lecturer in Business Administration, Marketing, and Information Technology.	Department: Business Administration & Business Technology.
Program: Business Administration & Information management System diploma.	Post No: 00001
Reports to: Department Head of Business Administration & Marketing.	Accountable to: BETA Academic Director
Salary: \$ 25,600 - \$ 32,000 PA / \$ 2,133 – \$ 2,666 PM	Location: Jeddah , Makkah Region, Saudi Arabia.
Institution: Batterjee Education and Training Academy (BETA).	
<p>Job Summary: Business Administration, Marketing & Information Technology are a core discipline within BETA and we want to strengthen our team further. We are particularly interested in those able to teach materials of Business Administration, Marketing and Information Technology to both business and IT students. If appointed, you will teach on a range of programmes including undergraduate level to BA degree. You will play an active part within our academic group through the regular review and development of our modules and their delivery. An interest in programme management and administration would be welcomed.</p>	
<p>Duties and Responsibilities: Your role will be focuses on the following particular points:</p> <ul style="list-style-type: none"> To deliver lectures, seminars and tutorials; Use appropriate teaching, learning support and assessment methods. To design, prepare and develop teaching materials; To assess students' coursework; To support students through an advisory role; Supervise student projects, and/or e.g. field trips and, where appropriate, placements. Identify areas where current provision is in need of revision or improvement. Contribute to the planning, design and development of objectives and material. Set, mark and assess work and examinations and provide feedback to students. 	
<p>Research Responsibilities:</p> <ul style="list-style-type: none"> Support the development of research objectives, projects and proposals. Participate in individual or collaborative research projects. To undertake research activities and to prepare for publication; To supervise students' research activities; To present papers in seminars and conferences. 	
<p>Entry requirements:</p> <ul style="list-style-type: none"> A Master degree and / or PhD degree on Marketing , Business Administration, Finance, Economics, business management, Information Technology and other related field. The ability to sustain an interest in and enthusiasm for his/her area of specialist research and to impart this to students and peers; 	



- The potential to expand his/her knowledge in order to teach a broad curriculum;
- Good oral and written English;
- Good oral and written Arabic;
- Confidence in dealing with a wide range of people;
- Fresh Master and / or PhD graduates are encouraged to apply.

Contact person:

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