



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**

**Teaching Assistant in Business Management/Business Administration**

The Programme of Business, Management and Economics is making significant investment in new academic positions to support its strategic development within the next five years to enable the Programme to be an active player in the field of Business, Management and Economics.

The recruited post-holder will endeavour to contribute to the success and the growth of the Programme by being able to assist in teaching a broad range of subjects within the field of Business Management/Business Administration.

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| <b>VACANCY TITLE:</b>        | Teaching Assistant in Business Management/Business Administration                      |
| <b>VACANCY AVAILABLE:</b>    | Two                                                                                    |
| <b>SCHOOL/PROGRAMME:</b>     | School of Management and Economics (SoME)/Business, Management and Economics Programme |
| <b>JOB FAMILY:</b>           | Academic                                                                               |
| <b>TYPE OF CONTRACT:</b>     | FTE                                                                                    |
| <b>HOURS OF WORK:</b>        | 40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)                         |
| <b>PLACE OF WORK:</b>        | University of Kurdistan Hewlêr (Erbil)                                                 |
| <b>REPORTING TO:</b>         | Dean of the School                                                                     |
| <b>APPOINTMENT DURATION:</b> | 1 Year                                                                                 |
| <b>PROBATION:</b>            | 3 Months                                                                               |
| <b>APPLICATION DEADLINE:</b> | Application is open until the position is filled                                       |
| <b>JD VERSION (HR):</b>      | 050723-1                                                                               |

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### DUTIES AND RESPONSIBILITIES

- Under direction from the Dean of the School, to provide support on undergraduate courses delivered by the Programme.
- To provide Research Assistance work in conjunction with Faculty members, on projects deemed to be appropriate by the Programme.
- Assist in assignment grading for UG student.
- To attend academic conferences and seminars to present papers.
- To undertake administrative duties as directed by the Dean of the School.
- To promote the image and reputation of the Programme and School in the wider academic and business community.
- To engage in other duties appropriate to the grade of the post as required.

### PERSON SPECIFICATIONS

The post-holder should have the following qualifications, skills and competencies:

- A master's degree in business management/business administration or in a relevant field.
- Teaching certificate in Higher Education is an asset.
- Fluency in English language: reading, writing, and speaking.
- Knowledge of principles and methods for curriculum, teaching and instruction for individuals and multicultural groups.
- Knowledge of principles and processes for providing student and personal services. This includes student needs assessment, meeting quality standards for services, and evaluation of student satisfaction.
- Working knowledge of Microsoft Word, Outlook, PowerPoint, Excel, etc.

### HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to [jobs@ukh.edu.krd](mailto:jobs@ukh.edu.krd) by indicating the specific Vacancy Title: Teaching Assistant in Business Management/Business Administration and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.