



الكلية العالمية للهندسة والتكنولوجيا

GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

JOB DESCRIPTION

Assistant Professor

Grade: Assistant Professor

Minimum Qualification: Master's degree in mechanical engineering or relevant field (Bachelor degree also must be from Mechanical Engineering)

Number of Vacancies: Two

Nationality: Omani's/ Expats

Experience: Minimum 2 years of experience

Reporting to: Head of Academic Department

Post Holder: Assistant Professor in Academic Departments

Salary and Benefits: As per contract

Effective Start Date: 1st March 2026 (appraised annually)

Description

The Academic Departments of the College are governed and managed by the Academic Head of Department. Academic Assistant Professor grade is located within the Academic Departments. The Assistant Professor positions are responsible to the Heads of Academic Department for the following: (1) learning and teaching, (2) design and development of courses/modules and curriculum, (3) delivery, assessment and student feedback on courses/modules which form part of a program of study, (4) student academic support, (5) student engagement, (6) monitoring student attendance, (7) supporting activities aimed at recruitment of students, (8) developing personal and department research and scholarship, (9) developing networks and collaborations with professional bodies, industry and the community, and (10) using all forms of educational technology and learning management support platforms to support the process of learning, teaching, assessment, student academic support and research. All the above must conform to

the quality assurance standards and procedures set by the College, the external quality assurance bodies, the MOHERI, and any franchise partner regulations and policies. Assistant Professors are expected to maintain academic standards, ensure assessment is fair and consistent, within quality assurance regulations and procedures, and attend and represent their courses/modules at examination boards.

Duties and Responsibilities (Assistant Professor)

- Prepare and delivering structured modules with clearly defined aims, objectives, and learning outcomes, and assessment methods, all within prescribed awarding body guidelines and templates.
- Delivering following courses/modules individually, or in collaboration with other academic staff, in English and through pedagogies suited to the experience and level of understanding of the students.

<ul style="list-style-type: none"> • UFMFEG-30-0 Engineering Experimentation • UFMFH3-30-1 Stress & Dynamics • UFMFG3-15-1 Fluid Dynamics • UFMFF3-15-1 Energy and Thermodynamics • UFMFV8-15-3 Group Design & Integration Project • UFMFSL-15-3 Integrated Electro-Mechanical Systems • UFMF7K-15-3 Materials and Structures for Special Applications 	<ul style="list-style-type: none"> • UFMFQA-15-2 Stress Analysis • UFMFW8-30-2 Heat Transfer, Power & Environment • UFMFXA-15-2 Quality Control Systems • UFMFN8-15-2 Design for Manufacturing, Assembly & Environment • UFMFP7-15-2 Manufacturing Technology • UFMFL8-15-2 Dynamics • UBLMYS-30-1 Construction Technology and Services • UBLMPC-30-1 Law, Economics and Management
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- Preparing and marking assessments, using methods and styles of coursework and examination assessment, aligned to approved and effective marking and assessment protocols, rubrics, and marking schemes.
- Ensuring that quality assurance standards are maintained, and complied with, in all teaching, learning, assessment, and student support and guidance, activities.
- Maintaining, verifying, and communicating, accurate records of student attendance and assessment marks/grades in compliance with the Registry, Admissions, and Registration Office (RARO) requirements and the requirements of any awarding bodies.
- Providing timely, accurate, appropriate, and useful, written feedback to students on all forms of assessment in line with College and awarding body policies, practices, and procedures.

- Delivering quality teaching, and learning environments, that support students to attain the learning outcomes of the course/module and support students to achieve the maximum of their individual ability.
- Maintaining and/or improving the reputation of the discipline field of the academic department at national and international level; and participating in developing new and innovative academic programs of study with the Head of Department.
- Ensuring punctuality and commitment to time-tabled activities for all teaching, learning and assessment sessions; and be readily available for consultation by staff and students during academic semesters.
- Attending all Department and College meetings and committees as required on request or as formal members of committees.
- Undertaking academic administration duties within the Department and College as required by the Head of Department; and providing reports and other information by due dates as required by the Head of Department.
- Engaging with College and Department staff development activities and events; and fully engaging in the College Staff Appraisal Scheme, and classroom teaching observation schemes, within the published College processes, procedures, regulations, and policies.
- Engaging in student recruitment and admissions activities and events, as requested, and required, on behalf of the Academic Department and the College.
- Engaging in academic department reviews to enhance the effectiveness, efficiency and reputation of the Academic Department and the College.
- Ensuring compliance with the College's Staff Code of Conduct and the College's Disciplinary and Grievance Procedures for staff and students as approved and published by the College.
- Engaging in individual and collective department research activities and events; and develop a personal and departmental research profile that develops and enhances the reputation of the individual and the College.
- Engaging with professional bodies, and other external agencies, and ensuring continuing professional development affecting staff and students in the academic department.

- Developing partnerships and relationships with other universities and colleges in the Sultanate of Oman and internationally to enhance the learning, teaching, assessment and student engagement, reputation of the Academic Department and the College.
- Developing new and innovative methods and approaches to course/module/program design and delivery; implementing new and innovative approaches to learning, teaching, assessment, and student support.
- Undertaking and leading delegated projects, events and activities on behalf of the Head of Academic Department (e.g. degree shows, external exhibitions, liaison with schools, colleges, community, industry and Government), etc.).
- Developing internal and external networks and communication channels; and forming relationships for future collaborations, to contribute to student recruitment, facilitate outreach work, generate income, obtain consultancy, or build relationships for further enhancement of the College and its staff and students.
- Undertaking continuous professional development to ensure personal and professional development.

Education, Qualifications, Person Specification, and Skills (Assistant Professor):

- Experience and ability to deliver Foundation and Undergraduate degree-level teaching, assessment, and student support.
- Possess an Undergraduate and Masters' degree in the relevant subject area from a recognised local or international Higher Education institution.
- Must have excellent verbal and written communication skills, interpersonal and diplomatic skills; with experience of delivering learning, teaching, and assessment, in higher education.
- A minimum of 2 years of experience as an academic in a local and/or internationally recognised higher education college or university.

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