

TANGAZA UNIVERSITY OF EASTERN AFRICA

Institute of Social Communication Full Time Faculty

Tangaza University College is moving towards becoming a full university. As befits an institution of higher learning, we are committed to academic excellence and the personal transformation of our students, both lay and religious. The following vacancy have arisen within the University College and requires to be filled:

POSITION TITLE:Full-Time FacultyDEPARTMENT:Institute of Social Communication (ISC)REPORTS TO:Director ISCEMPLOYMENT STATUS:Contract

POSITIONS SUMMARY:

Full-time faculty are professional educators who have the primary responsibility of fulfilling Tangaza University College's mission, vision, values, strategic plan, and educational philosophy. Faculty members are classified according to the ranks of Tutorial/Research Fellow, Lecturer, Senior Lecturer, Associate Professor, and Professor. Faculty members are subject to policies of the Tangaza University College Council, and exercise academic freedom together with its accompanying responsibilities. They are directly responsible to the Programme Leader and function within the administrative structure of their respective school. The relationship of the faculty member to the learner is one of leader, teacher, coach, mentor, and facilitator of learning.

PRIMARY DUTIES AND RESPONSIBILITIES (Detailed JD will be given on appointment)

- To provide the highest quality teaching, learning and assessment to learners using the most appropriate and innovative methods.
- Expected to teach nine (9) courses of three credits each per year across the College and supervise a minimum of 5 students per semester within the said contract.
- Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- To produce the highest quality learning and assessment materials and assignments and use the most up to date and appropriate resources to support learning and assessment.
- Assign grades and maintain course/student records in accordance with Tangaza regulations and submit grades and records by established deadlines.
- Providing academic advising and mentoring students.
- To undertake formal assessment of learner achievement and offer clear and timely feedback on progress and opportunities for progression to learners.
- To assist the Director and team in the planning and costing of new programmes taking into account curriculum changes and labour market requirements and other relevant factors.
- Develop course curriculum, course handouts, lectures and presentations. Work with other faculty and administrators in developing program curriculum, standards, and policies.
- To contribute to curriculum development and establishing a culture of continuous improvement and innovation.
- Participating in college leadership, governance, and operational activities.
- Working collaboratively with colleagues, staff, and community members.
- To contribute to the marketing and promotion of courses in the Institute.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. A faculty member should inform the supervisor if he or she is unable to meet a class on time.

QUALIFICATIONS AND EXPERIENCE:

- .1. A PhD holder or Continuing PhD candidate in the areas of Mass Media and Communication, Journalism, Media Studies, or any related field.
- 2. At least three years of teaching experience in higher learning institution(s) in such areas as indicated above.

KNOWLEDGE SKILLS AND ABILITIES:

- 1. Have hands-on-skills on audio & video production, print, and film production.
- 2. Skills on Studio technical management and operations will be an added advantage.
- 3. Readiness to commit and abide by the policies that govern Tangaza University College as would be entrenched in the TUC's full-time faculty job description.

All interested and eligible candidates are required to submit a detailed and current CV, an application letter and a certificate of good conduct. Send your complete application electronically to: vacancies@tangaza.ac.ke not later than Friday 14th August 2020.

Tangaza University College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national/ethnic origin or disability.

Only short-listed candidates will be notified. CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION