

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB IDENTIFICATION

- 1.1 **Position Title** : Associate Instructor
- 1.2 **Position Level** : 9
- 1.3 **Occupational Group** : Academics
- 1.4 **College/OVC** : Jigme Namgyel Engineering College

### 2. MAIN PURPOSE OF THE POSITION:

Undertake academic teaching of at least two modules with practical classes at diploma level, to support the faculty in providing high-quality lab instruction to students.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

#### *Teaching*

- Carry out teaching workload in their area of specialization for undergraduate programmes and below;
- Conduct practical classes at all levels of programmes of their expertise;
- Contribute to designing, developing and evaluating modules and training materials related to practical classes;
- Design and develop curriculum for Multimedia and Animation;
- Deploy learning-teaching materials for Computer Network and System, and also for the upcoming programme (Multimedia and Animation);
- Contribute updating and revision of programme content and materials of instructions;
- Participate in the overall development and revision of college/department-wide programme;
- Carry out needs assessment of training programmes;
- Supervise examinations, projects and assignments;

#### *Research and Innovation*

- Assist/Carry out research related to the development/improvement of programmes;
- Support senior academics in research and innovation in the relevant area of their expertise;
- Supervise students' projects where these are part of the programme(s) of study;

## Services

- Carry out administrative works of the department/section as needed;
- Coordinate and support the conduct of short-term training programmes;
- Provide services in their areas of expertise such as testing of materials, collection of data, surveys etc.;
- Participate in different committees, meetings, seminars and workshops;
- Organize and coordinate meetings and discussions related to administrative and managerial issues in respective departments/school/programme units;
- Carry out any other responsibilities;
- Assist in the organization of community services.

## 4. SPECIFIC ROLES AND RESPONSIBILITIES:

Teaching and assessment of the following modules:

- Introduction to Networks
- Computer Hardware Troubleshooting and Maintenance
- Linux System Administration
- Switching, Routing, and Wireless Essentials
- Enterprise Networking, Security, and Automation
- Directory Services
- Linux Network Services Administration
- Applied Network Security
- Multimedia and Animation Modules

## 5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

**5.1 Education** : Cl. XII with Diploma in Computer Systems and Network / IT / relevant qualification

**5.2 Experience** : Teaching /Industrial experience in animation, network, and system administration would be an added advantage

### 5.3 Knowledge Skills and Abilities:

- a) Ability to demonstrate a high level of commitment to learning and teaching.
- b) Ability to listen and be open to multiple views, perspectives, and feedback.

- c) Sound skills in research, analysis, and dissemination of knowledge by way of publication and presentation.
- d) Ability to master a particular field of specialization and provide excellent learning outcomes among the students.
- e) Knowledge of various laboratory equipment and technology, including hardware and software.
- f) Knowledge of technical support, including experience with software, hardware, and networking.
- g) Ability to solve technical problems quickly and efficiently.
- h) Ability to work effectively in a team environment, collaborating with faculty, students, and other staff.
- i) Ability to manage their time effectively, prioritize tasks, and meet deadlines.