

VACANCY NOTICE

POSITION	PROGRAMME DIRECTOR – POSTGRADUATE STUDIES
LOCATION	PETALING JAYA, SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

The Programme Director – Postgraduate Studies is responsible to ensure the design and delivery of quality learning opportunities for postgraduate programmes in consultation with Faculty Deans and Heads of Department. He/she provides strategic oversight and direction of the postgraduate programme in terms of maintaining and growing students enrolment and providing effective academic leadership to the faculty staff members reporting to him/her and all aspects of programme development, curriculum delivery and facilitation of student learning including student assessment, teaching and learning approaches. He/she supports the strategic plan of the University College and is responsible for the overall academic quality and growth of the postgraduate programmes.

The Programme Director – Postgraduate Studies plays a key role in promoting and representing the Graduate School within and outside the University College and for developing and maintaining strategic relationships with external stakeholders and communities. In terms of engaging with the industry/profession, the Programme Director – Postgraduate Studies develops productive relationships with industry/profession to ensure the relevance of programme design, development of graduate capabilities and that the programme content is reviewed with industry partners to ensure relevance and that employability initiatives are embedded across the curriculum.

The Programme Director – Postgraduate Studies is also responsible to coordinate student support and ensure that support activities and initiatives align with the strategic performance expectations of the University College including retention and student success.

JOB REQUIREMENTS

- Doctoral or Master Degree in a Business Discipline or equivalent
- Minimum 5 years of related work experience in leading and managing a group of faculty staff and/or industry experience at managerial level
- Knowledge and understanding of postgraduate education
- Possess strong leadership and relationship-building abilities
- Forward thinking mindset, strategic experience and planning skills
- Excellent written and verbal communication skills
- Excellent interpersonal communication skills with ability to develop rapport and work effectively and cooperatively with a diverse group of people
- Good critical thinking, conflict resolution and decision-making skills
- Proficient at using technology and computer applications including Word, Excel and PowerPoint