

VACANCY NOTICE

POSITION	HEAD OF BUSINESS SCHOOL
LOCATION	ISKANDAR PUTERI, JOHOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

The University is seeking to recruit a dynamic and an experienced senior academic to lead its Business School. The School currently offers foundation, undergraduate and postgraduate programmes in the areas of Business, Economics, Finance and Actuarial Science.

Main Responsibilities

1. Lead the School to ensure high-quality provision of the Business School programme(s) following the University professional body and MQA requirements. This includes but is not limited to:
 - Effective teaching delivery of all the modules;
 - Assessments being carried out as per programme(s) requirements;
 - Execution of examination processes; and
 - Any quality assurance audits or activities related to the programme(s).
2. Ensure student admission requirements are met for all the programme(s) offered by the School.
3. Ensure the growth of the School is as per the University Business Plan including meeting the student targets and lead relevant recruitment & marketing initiatives and events (e.g. conferences, seminars etc) in collaboration with the professional services team.
4. Lead and manage any student issues related to the provision of the programme(s) following the University policies and procedures.
5. Lead and manage any MQA related issues with regard to the programme(s) and ensure compliance against MQA requirements.
6. Ensure risk assessment for programme(s) activities (including laboratory and workshop activities) is in place and that health and safety requirements are met.
7. Provide effective leadership with respect to the portfolio's responsibilities by ensuring that:
8. The programme(s) has staff members in appropriate numbers with abilities, attitudes, motivations, performance levels and job descriptions that will support excellent delivery of the programme(s);
9. The budget and resources are efficiently and effectively planned and managed;
10. Relevant University and Government requirements are met;
11. Matters related to the programme(s) are professionally and accurately reported;
12. Published information on the programme(s) is accurate; and
13. Engagement with students, faculties and other departments is effective at all levels.

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14. Lead and manage any operational issues with respect to the School which include timetabling arrangements and arranging visits from external examiners and visitors.
 15. Demonstrate a high level of engagement, participation and commitment in supporting the University's endeavours and work effectively towards achieving the University's strategic objectives.

JOB REQUIREMENTS

- As an Associate Professor/Professor, you need to be able to demonstrate a significant national and/or international reputation for leadership and innovation in education and research, characterised by a sustained and continuing track record of academic excellence. You need to be recognised as an eminent leader in your field of study.
- As an Associate Professor/Professor, you are expected to provide effective academic leadership within the University, undertaking management, research and educational activities, including teaching and the supervision of PhD students. You need to be able to make judgements at a strategic level and will contribute to the development of the University's external profile in Malaysia, in the UK and internationally.
- As a senior leader of the University you must demonstrate a high level of engagement, participation and commitment to support change and development that will contribute positively to the University Strategic Plan.
- You must have a good understanding of the programme(s) and significant experience as an academic and researcher.
- You must have and engage a strong external network to support the growth of the University Malaysia Business School.