

## **Affiliated Teaching Staff for the academic year 2019-20- Information Systems and Digital Innovation (Distance Learning)**

Neapolis University Pafos (NUP) with regards to its further development, advertises job vacancies for Affiliated Teaching Staff (ATS) for the academic year 2019-20 in the fields listed below. The positions refer to Distance Learning Programs (Postgraduate Level). Applicants should send a cover letter stating their interest in the position accompanied by a detailed CV at: [hrd@nup.ac.cy](mailto:hrd@nup.ac.cy).

Application deadline is the **15<sup>th</sup> March 2019**.

### **Qualifications:**

Applicants must be holders of a Ph.D. in the advertised fields by an accredited higher education institution, as well as teaching experience in distance learning.

The language of instruction and communication is Greek and English. Applicants do not need to be citizens of the Republic of Cyprus.

The selected ATS will work under a contract of private law for the entire academic semester with the possibility of renewal. Applications are evaluated according to the following criteria:

1. Relevance of degree to the subject
2. Teaching experience in higher education
3. Experience in teaching for Distance Learning programs
4. Very good knowledge of English
5. Availability of the applicant as stated in the signed contract (model attached)
6. Computer skills/Advanced technology skills
7. Research in the relevant field (dated in the last five years)

## **Duties:**

1. Editing of teaching material
2. Evaluation of students' assignments and exam papers
3. Regular update (on a weekly basis) of the electronic material and student feedback
4. Support and encouragement of students
5. Students attendance reports (Group Advisory Meetings) of the students and keeping a record of tutor-student communication
6. Office hours (at least 2 hours weekly)
7. Regular/personal communication with students during the academic year/semester
8. Preparation and participation in group advisory meetings
9. Participation in the work of the teaching staff to provide feedback and indicative responses to written papers, learning activities and examinations
10. Drafting of student assignment topics
11. Drafting of the final and resit exams, invigilation and marking

The remuneration is determined on an hourly basis and specified in the contract.

## **List of Subjects-Courses**

1. Analysis and Design of Information Systems
2. Troubleshooting Programming
3. Introduction to Information Management, Leadership and Organizational Behavior

**Please note that all applications will be treated in strictest confidentiality.**