

**JOB DESCRIPTION
SCOPE OF SERVICES**

1	POSITION	SENIOR LECTURER (CATEGORY : Grade CL-3)
2	DEPARTMENT	SURGERY
3	REPORTING TO	HEAD OF DEPARTMENT / DEAN

DUTIES & RESPONSIBILITIES:

You will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned to you by your superior, and observe all discretion with regard to the information you acquire during your services with the Company, and thereafter if you leave its service.

Job scope:

To carry out teaching, administration and research, within the Department of Surgery

Job responsibilities:

1. To undertake the teaching of Surgery and other related subjects to students of RCSI & UCD Malaysia Campus, at undergraduate and postgraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
2. To assist in the running of existing and future programmes for undergraduate, postgraduate and research at RCSI & UCD Malaysia Campus under the general direction of the Head of Department.
3. To supervise or assist with supervision of students in all academic matters and provide pastoral care and support to students.
4. To contribute to the development, planning and implementation of a high quality curriculum.
5. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
6. To participate in the development, administration and marking of examinations and other assessments.
7. To participate in the administration of the department's programmes of study and other activities as requested.
8. To carry out research and produce publications or other research outputs and participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
9. To maintain own continuing professional development.
10. To discharge any other duties, responsibilities and assignments for the benefit of RUMC from time to time not specifically mentioned here as directed by the Management