



VACANCY ANNOUNCEMENT

POSITION: Coordinator for quality evaluation processes and curricula development

DISCIPLINE: Preferably in Social Sciences, and Law.

EXPERIENCE IN: Quality Assurance in higher education

SALARY: Commensurate with rank

DEADLINE FOR APPLICATIONS: 15 August 2018.

Marin Barleti University, is a private university operating in Albania since 2005. In the framework of expanding its activity is inviting interested and qualified candidates to apply for the position of **Coordinator for quality evaluation processes and curricula development**. The coordinator will be working as a team member in the Curricula development and quality assurance Unit.

KEY QUALIFICATIONS:

- At least PhD degree, will be favored the candidates with the title Prof. Asoc. Academic title
- Expertise in the quality assurance areas of more than 3 years;
- Fluent in English language is a must
- The candidate must have excellent computer skills to adapt with new university systems.
- work experience in teaching;
- managerial and very good organization skills;
- communication skills;
- ability and willingness to work in the team;
- Have knowledge or be eager to acquire knowledge in the area of quality assurance in higher education.

MAIN RESPONSIBILITIES

The coordinator will be a full time lecturer at one of MBU Departments with reduced teaching load. In relation to the coordination role some of the main responsibilities include

1. Monitors the fulfillment of quality standards of educational and academic activities of the institution and guides their improvement;
2. Organizes and directs the self-assessment process by the departments based on indicators for capacity assessment (curricula, staff, resources, equipment); teaching assessment at departmental level (materials, methods); scientific research evaluation (research priorities, research resources, results, etc.);
3. Organizes the process of student assessment on the teaching process;
4. Cooperates with the Departments and orientes their work on curricula improvement.

5. Prepares the necessary information for the Rectorate on administrative and legal changes affecting the academic process at MBU;
6. Keeps, classifies and updates documentation from Ministry of Education and Accreditation agency on quality assurance.

APPLICATION

Documents to be submitted include:

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and email addresses, phone numbers of at least three professional references

Qualified candidates are kindly requested to send initially by e-mail at **hr@umb.edu.al** quoting code “*Coordinator for quality evaluation processes and curricula development*”, in the Subject field of the e-mail.