



# Anguilla Community College

## Vacancy – Senior Business Lecturer

The Board of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Senior Business Lecturer. The appointment for the position is expected to take effect from **10 July 2023**.

The job has the responsibility of functioning as senior lecturer with administrative responsibilities to assist in leading the business programming, instruct, teach and train students to meet established standards, specifications, learning and knowledge criteria.

Responsibility for participating in the leadership, planning, monitoring and evaluating the development and operations of the Business Division, in line with the strategic plan of the ACC, to produce trained, skilled, productive and industrious graduates, who meet the needs of education and the public sector in Anguilla and elsewhere; and ensuring that internationally recognized academic and professional standards are achieved and maintained.

Some key duties of the position are:

- Act as a communication channel between the relevant Head of Division and lecturers, informing them of course related matters;
- Deliver courses in accordance with the general departmental guidelines;
- Deliver the syllabi and other relevant materials to lecturers prior to start of course;
- Address issues related to course delivery by providing feedback to lecturers or reporting problems to the relevant Head of Division;
- Provide assessment and standardization support for lecturers;
- Serve as an internal verifier for the business qualifications;
- Check ACC's Learning Management System periodically to monitor lecturer and student attendance and compliance with departmental guidelines;
- Prepare and submit summary evaluations of courses to the Head of Division and Dean of Studies at the end of each semester;
- Monitor, assess, test, measure and determine the students' understanding of and competence in the subject matter of a course, students' performance therein, and performance in general;
- Recognise and apply technology-based instructional methodologies;
- Participate in internal verification and moderation procedures; and
- Perform any other duty as may be required by the job function that contributes to the efficient and effective operation of the Anguilla Community College.

### Personal and Professional Requirements

The desired knowledge, skills and abilities are normally developed in the course of obtaining a Bachelor of Business Administration and or a related academic discipline from a recognised and accredited college or university; a teaching certificate, at least three (3) years teaching experience at tertiary education or in an industry as a trainer, or in a similar or related job. Experience in administration would be considered an asset.

## Applications

All applications should be addressed to:

The Chairperson Board of Governors

Long Path

Anguilla

Email: [chairperson@acc.edu.ai](mailto:chairperson@acc.edu.ai)

Telephone: (264) 498-8395/497-2538

Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **4 June 2023**. The application should include: -

1. A letter of interest specifically addressing the applicant's background in relationship to
2. qualifications described (not more than three pages);
3. A current résumé (or curriculum vitae);
4. Certified copies of educational qualifications; and
5. The names of **three** professional references (one of which should be from a current supervisor) with each reference's position, office or home address, e-mail address, and telephone numbers.

For additional information about the College and for a complete job description, please send your request to [Bernice.Edwards@acc.edu.ai](mailto:Bernice.Edwards@acc.edu.ai) or [info@acc.edu.ai](mailto:info@acc.edu.ai)