

Vacancy



Senior Lecturer/Administrator: Business Studies

The Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Senior Lecturer/Administrator: Business Studies. The appointment for the position is expected to take effect from **8th September 2025**.

This role involves both administrative and teaching functions.

The Senior Lecturer/Administrator of Business Studies will be responsible for teaching a maximum of 9 to 15 working credit hours per semester as agreed to with the Dean of Studies. The amount of teaching to be done, although described above and in the Employee Handbook, may vary from semester to semester depending on the workload context.

The incumbent will also be responsible for administrative duties related to the Social Sciences/Business Studies Department and will work on other administrative matters as delegated by the Dean of Studies.

Key functions of this role include:

Routine Administration:

- Develop syllabi and other relevant materials and ensure they are delivered to lecturers before courses commence;
- Ensure course changes are approved according to academic procedures;
- Address in a timely manner concerns related to course delivery by providing feedback to lecturers.

Course Planning, Organisation and Delivery:

- Ensure that lecturers are adequately on-boarded and orientations completed;
- Submit grades for all course assignments, mid-term and final grades to the College's Registrar and address any concerns with lecturers;
- Serve as an assessor and internal verifier for the business studies qualifications.

Ongoing Quality Assurance:

- Check ACC's Learning Management System frequently and monitor lecturer and student attendance for compliance with institutional standards;
- Prepare and submit summary evaluations of courses to the 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.



Teaching and Advising:

- Be responsible for teaching a maximum of 9 - 15 working credit hours per semester;
- Provide academic advisement and guidance to students of ACC;
- Apply technology-based instructional methodologies;
- Lead on teaching and learning issues relevant to the business programming at ACC.

Duties also include:

- Seek out and actively participate in professional development activities;
- Prepare assignments for various examining bodies including the British and Technology Education Council (BTEC); and
- Perform any other duties as may be required by the job function that contribute 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 Master's degree in Business Administration and/or related fields from a recognised and accredited college or university.

Alternatively, candidates holding a Bachelor's degree may be considered, provided they have at least seven years teaching experience of which at least three years should be supervisory experience in secondary or tertiary education or in an industry as a trainer, or in a similar or related job.

Diploma or certificate in teaching or equivalent will be an asset.

Experience in administration would be an asset.

Experience in using a range of educational technologies.

Remuneration EC\$105,948.00 per annum

All applications should be addressed to:

Human Resource Manager, The Valley, Anguilla

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

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

Office Hours 8:30 a.m. to 4:30 p.m. Monday to Friday

Applications should be received by 31st July 2025. The application should include:

1. A letter of interest specifically addressing the applicant's background in relation to qualifications described (not more than three pages);
2. A current résumé or curriculum vitae;
3. Certified copies of educational qualifications; and



4. Three professional reference letters (one of which should be from a current supervisor). Each letter should include the referee's position, office or home address, e-mail address, and telephone number.

For additional information about the College and for a complete job description, please send your request to Bernice.Edwards@acc.edu.ai

