

Part IV: Exhibits

Exhibit 7.3-1 Job Specification

Educator Job Description

General duties and responsibilities : The academic operational which contribute to analyse, synthesise, research and develop the curriculums, teaching programmes, teaching processes and teaching methods at all levels that comply with the academic quality standards and regulations of the University. Education assessment and evaluation, student development, student affairs and personal services, education services, arts and cultural preservation, education quality assurance, education standard enhancement, knowledge management, management and control of museum education, Using technology for service and promote an education, Collect and analysis of education statistical information, Conduct the learning strategy for education study research, Education development and promotion and any other job-related duties.

Operation

1. Study, analyse and research academic work and management to implement integrated the policy proposals, education standard plans, curriculums, course-books, textbooks teaching and learning materials, design and develop innovation and technology multimedia, support the education management.
2. Develop plans/projects to support education management.
3. Provide an up to date education registry management for being credentials and to support education management.
4. Assure the education management by quality and standard.
5. Monitor, evaluation and summarise the education activities. Analyse and research for education enhancement.

Collaboration

Collaborate with internal and external organisations to ensure that those aspects of cooperation and achievement.

Service

1. Provide a supportive study such as exhibition, activity, museum education, and learning resource services to provide great knowledge transfer in term of educational and professional.
2. Produce the academic handbooks, guidelines and documents. Provide necessary advice to students, communities and the general public basically for well and convenient knowledge transfer.
3. Produce the first-year student handbook with the lecturer who responsible for the course.
4. Journal works.

Quality Assurance

5. Curriculum Quality Assurance.
6. Faculty Quality Assurance.

Other duties as assigned