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## LECTURER – MEDICAL OFFICE ADMINISTRATION

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### JOB DESCRIPTION SUMMARY

Global Edge Training Institute is seeking to recruit an ambitious, well-qualified and enthusiastic academic to teach and supervise students at certificate level.

The key objectives and principal accountabilities for a lecturer are as follows:

- To design and deliver high quality teaching programmes including distance learning delivery.
- To engage in individual and collaborative research activity resulting in high quality outputs
- To play a significant role in organisational activities including departmental administrative duties as required
- To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector)

### JOB DETAILS

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**Location:** Windhoek

**Position Type:** Full time/Part Time

**Supervisor:** Head of Academic Affairs & Research

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### DUTIES & RESPONSIBILITIES

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- ✓ Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, and seminars. This may include distance learning theory and delivery.
- ✓ Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self expression and reasoned argument.

- ✓ Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
  - ✓ Identify learning needs of students and define appropriate learning objectives.
  - ✓ Design and develop own teaching materials, with guidance if required.
  - ✓ Supervise the work of students, including field trips / placements where appropriate.
  - ✓ Undertake and complete administrative duties required in the professional delivery of teaching.
  - ✓ Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
  - ✓ Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
  - ✓ Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc
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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- ✓ Excellent command of the English language.
  - ✓ Excellent presentation skills, grammar, and spelling.
  - ✓ Understanding of good pedagogical approaches to teaching and learning.
  - ✓ Ability to create and deliver exciting and innovative teaching experiences and resources.
  - ✓ Adaptability to a fast-paced, pressurised, and changing environment.
  - ✓ Ability to work a flexible schedule, including weekends as required
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#### **MINIMUM REQUIRED QUALIFICATIONS & EXPERIENCE**

- ✓ Bachelor diploma/degree in Medical Micro biology or any related qualification
  - ✓ Medical coding including ICD-10 and CPT experience is preferred
  - ✓ Minimum of 2 years' experience in lecturing or facilitation, using multiple learning channels
  - ✓ Familiarity with the Academic discourse within the requisite field and related disciplines
  - ✓ Preparation of additional learning content
  - ✓ Working knowledge of video technologies and application software
  - ✓ Working knowledge of the Moodle Learning Management System (LMS).
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## APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at [info@globalinsti.com](mailto:info@globalinsti.com)

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.