

VACANCY

Senior Lecturer/Administrator: Hospitality & Culinary Arts



The Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Senior Lecturer/ Administrator: Hospitality & Culinary Arts. The appointment for the position is expected to take effect from 2nd January 2025.

This role involves both administrative and teaching functions.

The Senior Lecturer/Administrator of Hospitality & Culinary Arts will be responsible for teaching a maximum of 9 credits per semester or a maximum of 18 credits per year 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 Hospitality & Culinary Arts Division and will work on other administrative matters as delegated by the Dean of Studies.

Key functions of this role:

Routine Administration:

- Ensure courses are aligned with departmental guidelines.
- Ensure syllabi and relevant materials are provided to lecturers before courses begin and confirm that course changes follow approved procedures.
- Serve as a communication channel between lecturers, addressing course delivery issues, or reporting to the Dean of Studies as needed.

Course Planning, Organisation and Delivery:

- Lead programme development, modifications, and reviews with internal and external stakeholders.
- Ensure proper onboarding and collaboration among lecturers, provide assessment support, convene meetings for planning and evaluation, and submit students' grades and communicate their progress to leadership.
- Update course materials and serve as an assessor and internal verifier for technical studies.
- Manage time-tabling.

Ongoing Quality Assurance Teaching and Advising:

- Ensure high teaching standards and engage with stakeholders to support student well-being and achievement.
- Plan and deliver instructions to meet syllabi requirements.
- Monitor and assess student progress, provide constructive feedback, and recommend materials for teaching and learning.
- Prepare assignments and reports for various examining bodies.

Personal and Professional Requirements:

The desired knowledge, skills and abilities are normally developed in the course of obtaining a bachelor's degree in Hospitality Studies and /or related fields from an accredited college or university together with 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 related job. Any other certification in the field of Hospitality Studies and Culinary Arts would be an asset.



Remuneration:

EC\$105,948 per annum

All applications should be addressed to:

Human Resource Manager, The Valley, Anguilla
Email: bernice.edwards@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 11th November 2024. 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;
4. Three professional references (one of which should be from a current supervisor) with each referee'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

