

NOTICE TO ALL ACADEMIC STAFF OF HiT

Vacant Position for Head of Pre-Engineering, Student Academic Support & Common Course Office Team Leader

Ms. Kidist Wondimu, a Head of Pre-Engineering, Student Academic Support & Common Course Office Team Leader, has requested to resign from her position for her own personal reason. The Scientific Director office would like to thank **Ms. Kidist** for her wholehearted service to the office for the last one academic year, and the Institute is convinced with her personal reason and has positively accepted her resignation. Thus, any of the HiT academic staff members who are interested for the position, which is equivalent with the **Associate Dean position**, and fulfill the following criteria kindly requested to submit your application including CV/Resume, a letter of motivation and intention/vision for the position:

1. *The candidate should have a minimum of MSc. Degree.*
2. *Minimum of three years of service within the Institute*
3. *Evidence of management experience related to the terms of reference activities of the position*
4. *Willingness to implement, as a civil servant, the Ethiopian Government's policy of higher education and other related policies alone and in a team spirit with other management members and staff of the University.*

Moreover, you can nominate a staff member for the position and submit the application too. All compiled application signed and sealed in an envelope to be submitted to the Office of Scientific Director until **October 12, 2018** before 4:30 PM.

With Regards,

Cc:

- ☞ *Managing Director*
- ☞ *Associate Director for UG Program, HiT*
- ☞ *All Departments/School, HiT*

Head of Pre-Engineering, Student Academic Support & Common Course Office

Duties and Responsibilities

Generally duties and responsibilities include, but are not limited to,

- a. Work so that the pre-engineering students have their best experience in the Institute and develop engineering mind set;
- b. Arranges orientation program for pre-engineering students of the HiT;
- c. Undertakes schedule and instructors assignments for all Pre-engineering courses in consultation with course offering schools in the HiT and/ or departments in the HU;
- d. Collects and reviews syllabi to ensure compliance with standards;
- e. Coordinates and updates pre-engineering courses timetable and class rooms throughout the year, making and communicating changes as required. This can be done in consultation with the facility coordinator of the HiT;
- f. Coordinates and Schedules dates for examination for all Pre-engineering courses in consultation with course offering schools in the HiT and/ or departments in the HU;
- g. Oversees classes are conducted consistently as per the schedules and propose appropriate measures to course offering schools in the HiT and/ or departments in the HU;
- h. Cross-checks students' records with institute's student records in collaboration with the Office of the Registrar;
- i. Works out the load distribution of part-time instructors of courses ;
- j. Promotes quality learning and teaching experiences;
- k. Provides opportunities for students engagement;
- l. Identify students that needs academic support, plan, run and monitor tutorial class

Taken from HiT Governance Document (2015), Page 72