

Senior Specialist – Divisional Resources (Engineering) Higher Colleges of Technology

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Posted Sep. 13, 2021, set to expire Jan. 12, 2022

Job Title Senior Specialist – Divisional Resources (Engineering)

Department Faculty of Engineering Technology and Sciences

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Institution Higher Colleges of Technology

Abu Dhabi, , United Arab Emirates

Date Posted Sep. 13, 2021

Application Deadline Open until filled

Position Start Date Available Immediately

Job Categories Professional Staff

Senior Executive Officer

Academic Field(s) Education Systems & Design

Engineering - Other

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Job Description

The Senior Specialist - Divisional Resources specific learning resources plays a key role in supporting the implementation of the division strategic goals and objectives related to consistency of laboratories equipment and their renewal and maintenance contracts among campuses, specific software and upgrade, liaison with facilities at the campuses, maintains close supervisory relationship with laboratory instructors and teaching and laboratory assistants to continuously improve of program learning resources. The key role is to ensure equity of division/program teaching resources across all campuses. This Senior Specialist works closely with academic leadership, course team leaders, and laboratory instructors to identify, budget and acquire common teaching and learning resources in terms

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of lab equipment, software, handbooks, digital learning objects, identify and arrange for PDs and assess the utilization of the teaching resources across the system.

Job Requirements

- Master's degree in Engineering from an accredited college in a discipline relevant to the respective Division. Ph.D. degree a plus.
- A minimum of five years of relevant work experience; previous experience working in similar institution is desirable.
- Fluency in written and spoken English is essential.
- Working knowledge of Arabic desirable.

The candidate should have an excellent working knowledge of a library management system. Excellent written and oral communication skills. Office365 IT skills. Ability to maintain accurately and up-to-date knowledge of services available within the division and related areas of specialization. Excellent academic focus and utilizing and support educational technology. Ability to be flexible and adapt to a rapidly changing work environment. Knowledge of Copyright and IP rights legislation. Ability to work independently, organize and priorities workload to meet deadlines and work to agreed standards. A current record of research and publication.

How to apply

If you are interested in working for the HCT, please apply for the position online by clicking this link: <https://recruit.hct.ac.ae/webforms/ViewJobDetail.aspx?j=38442&h=0>

All inquiries and applications will be held in strict confidence.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact The Recruitment Manager
Faculty of Engineering Technology and Sciences
Higher Colleges of Technology
Abu Dhabi



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