

Assistant Professor in Records and Archives Management
A'Sharqiyah University

Direct Link: <https://www.AcademicKeys.com/r?job=256866>

Downloaded On: May. 12, 2025 10:45pm

Posted May 12, 2025, set to expire May 20, 2025

Job Title	Assistant Professor in Records and Archives Management
Department	College of Business Administration
Institution	A'Sharqiyah University Ibra, Oman, Oman
Date Posted	May 12, 2025
Application Deadline	May 20, 2025
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Management Information Systems - All Business Communications Business - General
Job Website	https://jobs.asu.edu.om/?t=ASU%20Vacancies
Apply By Email	abdullah.alshaibani@asu.edu.om
Job Description	

Job Function

Faculty member is expected to maintain the highest personal standards of character and conduct, to keep abreast of his or her academic discipline through continuing study, research, and/or participation in the activities of his / her professional organization.

Responsibilities

1. Prepare and deliver lectures to undergraduate and/or graduate students
2. Ensuring students reach their full potential through the use of innovative teaching methods.

Assistant Professor in Records and Archives Management A'Sharqiyah University

Direct Link: <https://www.AcademicKeys.com/r?job=256866>

Downloaded On: May. 12, 2025 10:45pm

Posted May 12, 2025, set to expire May 20, 2025

3. Supervision and counseling of students on theoretical and practical activities.
4. Supervise students' laboratory work (if required).
5. Evaluate and grade students' class work, laboratory performance, assignments, and papers.
6. Compile, administer, and grade examinations.
7. Maintain student attendance records, grades, and other required records.
8. Prepare course materials such as syllabi, homework assignments, and handouts.
9. Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
10. Supervise undergraduate and/or graduate teaching, internship, and research work.
11. Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
12. Initiate, facilitate, and moderate classroom discussions.
13. Select and obtain materials and supplies such as textbooks and laboratory equipment.
14. To assist the chair and colleagues of the member's department in carrying out the program of the department.
15. Conduct research in a particular field of knowledge, and publish findings in professional journals, books and/or electronic media.
16. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
17. Write grant proposals to procure external research funding.
18. Prepare and submit required reports related to instruction.
19. Act as advisers to student organizations.
20. Compile bibliographies of specialized materials for outside reading assignments.
21. Provide professional consulting services to government and/or industry.

Any other duties assigned by the Dean.

Experience

Two years of experience in teaching and research with earned academic rank of Assistant Professor in a recognized University.

Skills

Assistant Professor in Records and Archives Management A'Sharqiyah University

Direct Link: <https://www.AcademicKeys.com/r?job=256866>

Downloaded On: May. 12, 2025 10:45pm

Posted May 12, 2025, set to expire May 20, 2025

1. Ability to teach, manage and assess undergraduate and post graduate courses in related field.
 2. Ability to develop course and program materials
 3. Ability to work effectively as a member of a team
 4. Ability to provide tutorial and academic advice to undergraduate and postgraduate students
 5. Ability to develop and maintain a research program and to publish in international journals
 6. Ability to demonstrate leadership in outreach activities
 7. The candidate should have a strong commitment for teaching excellence and student advising.
 8. The candidate must have a strong record of research capabilities supported by an extensive list of publications.
 9. Advanced interpersonal verbal and written communications skills.
 10. Experience in strategic planning, academic program development.
- Competence in IT skills

Qualification

A holder of a PhD degree or an equivalent degree in the relevant or related field from a recognized University.

Contact Information

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

Contact Yousuf Al Habsi
Muscat
Muscat, Oman
Oman

Phone Number 25401091

**Assistant Professor in Records and Archives Management
A'Sharqiyah University**

Direct Link: <https://www.AcademicKeys.com/r?job=256866>

Downloaded On: May. 12, 2025 10:45pm

Posted May 12, 2025, set to expire May 20, 2025

Contact E-mail yousufhabsi.33@gmail.com