**The roles and responsibilities of the Education (EDU) Course Director**

The EDU Course Director will directly report to the Academic Vice Chancellor and will be working closely with both full-time and part-time Instructors, other faculty staff and the Advisor to the Department of Education.

The EDU Course Director will manage a range of responsibilities, including curricular development, student enrollment management, departmental administration, and human resource management, ensuring coordination within the department and with other departments. The EDU Course Director is paid an administrative stipend to assuming these responsibilities. This stipend is not part of the faculty base salary. The role can be either part-time or full-time depending on prior agreement with MNC. Appropriate teaching responsibilities may also be assigned to the Course Director depending on their availability. This position is open to all ethnicities.

**Curricular**

* Encourage development of curricular offerings which are rigorous and appropriate to the needs of the College and students.
* Assign teaching duties to members of the department and submit the department's scheduling of classes.
* Take a leading position in initiating changes in courses, requirements, or curriculum to the major or minor based on consultation with the Advisor.
* Oversee the advising of students majoring in the department, making sure that students meet the graduation requirements.
* Lead in conducting regular departmental reviews and evaluations of the faculty, staff, and departmental programs.
* Organize regular curriculum review meetings to ensure up-to-date content knowledge and pedagogical strategies.
* Where needed manage the departmental accreditation reports with the support from the Academic Vice Chancellor and Advisor.

**Human Resource**

* Take a leading position in the process of recruiting, hiring, and orienting new faculty members and staff members.
* Lead in encouraging and ensuring the professional development of all members of the department in both teaching and scholarship.
* Advises the department's newer faculty members of their progress and discuss with new faculty members the College's expectations in regard to teaching and scholarship.
* Monitor the quality of teaching of each faculty member regularly and discuss with the members their perceived strengths and weaknesses.
* Prepare and submit the departmental recommendations on hiring, retention, tenure, and promotion and advise Academic Vice Chancellor and Advisor on the general performance of members of the department and on requests for leaves of absence
* Supervise departmental employees including teaching assistants and student assistants.

**General**

* With the support from the Advisor, preside over the affairs of the department, its performance, academic program, budget, space allocation, equipment, library books, etc.
* Promote the general morale of the department and organize co-curricular activities (e.g., guest speakers).
* Participate in required meetings, training and capacity building activities.
* Ensures the department is an active and collaborative member of the College community.

**Education Qualifications, Experiences and Skills:**

* Undergraduate/graduate/post-graduate degree(s) or relevant professional qualifications in education or a related field.
* Experience working in education especially the post-secondary/higher education sector in Myanmar and/or Mon State for at least 5 years.
* Experience teaching young adults or training prospective teachers for at least 2-3 years.
* Knowledge of different education systems in Myanmar including mainstream and ethnic-based/community education programs. Prior experience teaching at Mon National Schools and/or Mon National College is preferred.
* Excellent communication skills across multiple languages including Mon, Burmese and English and modalities (presentations, writing, etc.)
* Strong management skills including project/task/time management and prioritization and interpersonal/people skills.
* Strong analytical, innovative and strategic planning skills.
* Excellent work ethics and professionalism in a remote working environment.