

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Position: **Assistant Lecturer in Electronics and Digital Communication Engineering**

Available position/s: **2**

Type of Contract: **1 year definite contract**

Employment type: **Full-time**

Deadline: **Open until filled**

About the Department

The Department of Computer Engineering (CEN) is part of the Faculty of Architecture and Engineering at EPOKA University. EPOKA is a private university, ranked among the top universities in Albania and one of the most competitive in the Western Balkans. The department would like to invite applications for full-time positions from applicants holding at least a Master of Science diploma in Computer Engineering, Electronics Engineering, or similar areas, starting at our institution at the beginning of the Fall Semester of 2023-2024 academic year. The department is offering undergraduate, graduate, and post graduate study programs which are all accredited.

Holding a Master diploma from EU or U.S Universities is an advantage.

For further information about the Department of Computer Engineering please click [here!](#)

Job description

The BA Computer Engineering Department is looking for applicants holding a Master of Science Diploma in Computer Engineering, Electronics Engineering, or similar areas. We are *most interested in candidates with experience in teaching a wide range of courses (e.g., Electronics I/II, Circuit Theory, Digital Electronics, Digital Design, Digital Communication Systems, Control Systems, Power Electronics, Antennas and Propagation. etc.,) and other general courses in electronic engineering.*

Candidates holding a Master of Science Diploma, who can teach and offer lab course lectures exclusively at the undergraduate level, are welcome to apply. The standard teaching load for candidates holding a master's diploma (assistant lecturers) is 20 hours per week, typically of two to three courses in multiple sections.

Besides teaching, the candidate will be responsible for conducting and delivering research with relevance and impact for theory and practice in his/her discipline. In addition, the possible candidate will have a significant contribution as an academic advisor to students as needed, including the role of the academic advisor for student clubs, and supervising professional practice placements and theses. Moreover, the successful candidate will further contribute to the preparation of re-accreditation reports and other administrative tasks in collaboration with the team members of the department. To ensure a smooth and effective realization of the responsibilities and duties assigned a Teaching Assistant (Master student at the same time) will be assisting the instructor of the course during the whole academic year.

In addition, the applicant should demonstrate:

- Excellent interpersonal and effective communication skills;
- Excellent organizational skills;

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- Excellent time-management skills;

Start Date: **As soon as possible**

We Offer

We offer attractive benefits to the candidates besides a very competitive salary. Such benefits include a friendly and welcoming work environment, allowance for participation in scientific activities, monetary rewards for publications, flextime, long breaks, and holidays, healthcare support and more.

Qualification Requirements

Candidates applying for the *assistant lecturer position* should hold a M.Sc. Diploma from a leading institution and have an established record of excellence in teaching and research within the advertised discipline. Holding a M.Sc. diploma, from a university in the EU, OECD, or G20 is an advantage. Candidates should be fluent in English as most courses offered at Epoka are taught in English.

How to apply

All interested candidates in the position are invited to send an application in **one PDF document**, including the following documents:

1. Application form (please click [here](#) to download it);
2. Cover letter (See below the note);
3. A CV (complete list of education, positions, pedagogical experience, administrative experience, project acquisition and coordination experience, and other qualifying activities);
4. A complete list of publications, if not, please add a summary of your thesis or unpublished papers;
5. M.Sc. Diploma and the respective transcript (list of grades/evaluations);
6. English language proficiency document at C1 or C2 level, or evidence of conducting teaching and research in English;
7. Two recent reference letters (issued at least before 3 months), including the name and surname of the reference person, relation to the applicant, e-mail, and phone number).

Note: *In the cover letter candidates must emphasize how their teaching and research expertise relates to the Department's goals and objectives and how do they plan to contribute to the long-term development of the Department.*

You may send your **complete application in one PDF document** at: recruitment@epoka.edu.al with the subject written as: *Assistant Lecturer in ECE and DCE __ Name Surname* of the candidate **as soon as possible**.

For additional information about EPOKA University please click [here!](#)