

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Position: **Assistant Lecturer in Business Informatics**

Available position/s: **2**

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

Employment type: **Full-time**

Deadline: **Open until filled**

About the Department

The BA Business Informatics study program is part of the Department of Business Administration (BUS) at the Faculty of Economics and Administrative Sciences 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 Business Informatics study program provides students with knowledge in management and informatics, as well as with organizational skills to serve in the public and private sectors. The Business Informatics study program is structured around a group of technical courses, which exposes students to the basic tools of quantitative methods, accounting, and economic theory, and a core of informatics courses. The focus lies on the planning, development, implementation, operation, optimization and economic use of information and communication systems. Business Informatics specialists are often considered as the interpreters between IT and business administration staff that otherwise may live in completely different worlds and talk at cross purposes.

For further information about the BA Business Informatics study program, please visit the link [here](#).

Job description

The BA Business Informatics is looking for Assistant Lecturers holding a MSc in Computer Engineering, Computer Science, or similar areas, that can start teaching at our institution at the beginning of the Fall Semester of 2024-2025 academic year. We are most interested in candidates committed to teach courses within the range of courses that are offered to our Bachelor in *Business Informatics* study program, like Programming Courses (Introduction to Algorithms and Programming, C And C ++ Programming, Object Oriented Programming, Data Structures), and/or Web Programming Courses (Web Technologies, Web Programming), and/or some Technical Courses (Computer Organization, Database Management Systems, Computer Networks, Software Engineering, Operating Systems).

Candidates who have a master's and can teach exclusively to our Business Informatics study program at the undergraduate level are welcome to apply. The typical teaching load for a master's degree holder is up to 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 candidate will act as an academic advisor to students as needed, including as academic advisor for student clubs, and supervising professional practice placements and theses. The candidate will further contribute to the preparation of re-accreditation reports and other administrative tasks in collaboration with other members of the department. A Teaching Assistant (Master student at the same time) will assist the instructor of the course in ensuring a smooth and effective realization of the responsibilities and duties assigned.

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Start Date: September 1, 2024

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.

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

Candidates interested in the position should send their application in **one PDF document**, including:

1. Application form (please click [here](#) to download it).
2. Cover letter (statement of motivation, summarizing scientific work and research interests).
3. 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.
5. Master of Science Diploma.
 - a. Transcript of the Master Diploma.
6. English language proficiency document at C1 or C2 level, or proof of language proficiency.
7. List of reference persons: 3 references (name, relation to candidate, 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 long-term development of the Department.

Please **send your complete application in one PDF document** to recruitment@epoka.edu.al with the subject written as: *Assistant Lecturer in Subject Area __ Name Surname* of the candidate.

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

Shall there be any other questions or queries about the application process, please ask the Recruitment Team at recruitment@epoka.edu.al