

# **EPOKA UNIVERSITY**

## **CALL FOR APPLICATIONS**

Position: **Assistant Lecturer in Business Administration/Operations Management**

Available position/s: **1**

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

Employment type: **Full-time**

Deadline: **Open until filled**

### **About the Department**

The Department of Business Administration (BUS) is part of 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 BUS Department is the largest at EPOKA University, including more than one-third of the students. In terms of teaching, the BUS Department is highly focused on the case-study method and interactive learning. The department fosters critical thinking and problem-solving abilities through interactive learning approaches, preparing graduates to excel in diverse professional environments. Our academic staff brings industry experience, enriching academic rigor with practical insights. Regarding internationalization, the department is very dynamic and has established several Erasmus+ and other bilateral agreements with universities around the world. The department is offering undergraduate, graduate, and post-graduate programs which are all accredited.

For further information about the Department of Business Administration, please visit the link [here](#).

### **Job description**

The BUS Department is looking for an Assistant Lecturer in Business Administration with a specialization in Management Science. We are most interested in candidates with experience in teaching a wide range of management courses (e.g., Operations Management, Operations Research, Statistics, Strategic Logistics Management, Knowledge Management, Supply Chain Management, Total Quality Management, Marketing Research etc.).

Candidates who have a master's and can teach exclusively 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.

**Start Date: As soon as possible**

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### 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 the long-term development of the Department.

Interested candidates may **send their complete application in one PDF document** to [recruitment@epoka.edu.al](mailto:recruitment@epoka.edu.al) with the subject written as: *Assistant Lecturer in Subject Area \_\_ Name Surname* of the candidate **as soon as possible**.

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](mailto:recruitment@epoka.edu.al)*