

Vacancy Announcement: Head - School of Information Technology

Position Title: Head, School of Information Technology (SIT)

Institution: Model Institute of Technology (MIT)

Contract Type: Full-Time

Reports To: Academic Director, Faculty of Science and Technology

1. About Model Institute of Technology (MIT)

Model Institute of Technology (MIT) offers a diverse range of management and technology programs at both the undergraduate and graduate levels. With a firm commitment to academic excellence, MIT has established an affiliation with the International American University located in California, USA. Moreover, The College has received official approval from the Ministry of Education, Science, and Technology, Government of Nepal, which recognizes the high standards and quality of education imparted by MIT.

2. Position Overview

MIT invites applications for the position of Head, School of Information Technology. This is an extended senior management role designed to manage and lead the school towards achieving academic excellence, ensuring the curriculum remains cutting-edge, promoting high-quality research, and overseeing the professional development of faculty members, staff, and students alike.

3. Key Responsibilities

Academic Leadership

- Provide leadership to the School of Information Technology, ensuring high standards in teaching, research, and extension service.
- Oversee, regulate and govern the development, implementation, and evaluation of academic programs to meet current industry standards and emerging technology trends.
- Take a lead in revising and localizing courses to ensure alignment with industry trends, educational standards, and regional requirements.

- Collaborate and liaise with subject matter experts, faculty members, and instructional designers to introduce new subjects and update the existing course content, incorporate relevant case studies, and adapt instructional materials to cater to the diverse needs and preferences of students.
- Develop and maintain an academic calendar, ensuring timely communication of academic events and deadlines.
- Oversee class management, including the development of class routines, effective communication with faculty and students regarding class timings and breaks, faculty rotation, supervision of classes, and ensuring overall class effectiveness.
- Conduct lecture classes on areas of expertise and ensure students are engaged through the teaching-learning period.
- Collaborate with other schools, faculties, and industry partners to develop new programs, foster innovation, and ensure the curriculum remains relevant to industry needs.
- Lead accreditation and quality assurance processes for the school, ensuring compliance with local and international educational standards.

Student Admission and Counseling

- Lead outreach initiatives, establish relationships with feeder institutions, and guide prospective students in admission procedures.
- Collaborate with school counsellors to increase student registrations.
- Ensure the selection of top-performing students and organize student orientation programs.

Assessment and Evaluation

- Assess and evaluate student submissions, analyze the learning outcomes and develop individualized and collective improvement plans.
- Ensure grading rubrics are uniformly implemented as defined in the curriculum to evaluate student performance.
- Ensure effective student engagement and monitor academic performance to improve learning outcomes.
- Maintain, monitor, and evaluate the student's grade sheet for each course to minimize the alarming deviation.

Co-curricular and Extra-curricular Activities

- Promote the formation and engagement of student clubs (e.g., Networking, Cybersecurity, Robotics).
- Coordinate and organize guest lectures, inviting experts from various fields, and ensuring the seamless execution of these lectures to provide valuable insights and diverse perspectives to students, fostering intellectual enrichment and promoting a culture of lifelong learning.
- Plan and Facilitate skill-based training activities, such as hackathons, workshops on cyber security, artificial intelligence, and project planning, providing students with practical experiences and opportunities to develop relevant skills and competencies necessary for their academic and professional growth.
- Organize and coordinate national and international exposure visits, enabling students to gain firsthand experience and knowledge by visiting relevant institutions, industries, or events, fostering their understanding of real-world contexts, and promoting their personal and professional development through study abroad programs, internships, or exchange programs to promote cross-cultural learning.
- Facilitate major college events, such as the annual graduation and welcome ceremonies.

Research & Publication

- Promote and support faculty and student research initiatives in the field of Information Technology and related disciplines.
- Develop partnerships with industry, government agencies, and other academic institutions to advance the school's research goals and to secure external funding.
- Lead efforts to increase the visibility of the School of IT through publications, presentations, and research collaborations.

Faculty & Student Development

- Oversee faculty recruitment, retention, and professional development, ensuring staff are supported in their teaching and research.

- Conduct performance appraisals for faculty and staff, offering feedback and opportunities for career growth.
- Mentor faculty and students, fostering a research-oriented environment, and encouraging participation in national and international conferences and events.
- Organize capacity development programs, workshops, and training for faculty members to enhance their teaching, research, and technological skills.

Career Placement & After School Support

- Monitor and improve student placement rates by building strong relationships with industry partners, organizing career fairs, providing career counseling, and facilitating internship/job placement opportunities.
- Align the curriculum with current industry demands and trends, ensuring that students are well-prepared for careers in IT.
- Organize career counseling and workshops to equip students with essential skills for career success.

Digitalization & E-Learning

- Ensure the availability and accessibility of digital learning materials and e-learning platforms, supporting both faculty and students in enhancing the online learning experience.
- Lead the school in adopting modern teaching tools, including virtual classroom technologies, to ensure seamless delivery of online courses.
- Lead the institution in the adoption of new technologies and platforms to support teaching, research, and learning.
- Effectively utilize LMIS, including creating engaging and interactive online learning environments, providing technical support to students and faculty, and adapting teaching methodologies to optimize the virtual learning experience.

Human Resource Management

- Manages the human resources within the school by coordinating recruitment processes, ensuring timely and efficient hiring, and collaborating with relevant departments to attract,

select, and onboard qualified candidates within established timelines to meet staffing needs.

- Facilitate the new faculty orientation on the norms and compliance of the university and institution.
- Conduct faculty and staff performance appraisals and provide constructive feedback to identify areas for growth.
- Develop strategies to enhance faculty retention by creating a positive work environment and fostering collaboration.
- Supervise the administration of faculty salaries and benefits, ensuring compliance with institutional policies and promoting staff satisfaction.

Marketing & Outreach

- Enhance the school's visibility by implementing strategies to increase student registration, conducting market research, and developing outreach initiatives.
- Build and maintain strong relationships with alumni, industry partners, and stakeholders to promote the school and expand networking opportunities for students and faculty.

4. Qualifications & Requirements

- Master's Degree from any recognized educational institution in related field.
- A Mphil or PhD Degree in related field will be an asset but its not mandatory
- Executive experience in educational institution similar to MIT will be an asset but its not mandatory
- Recent graduates are encouraged to apply but they should demonstrate the abilities of rapid learning, problem solving skills, lateral thinking skills and potential to growth.
- Experience in managing curricular, co-curricular and extra-curricular activities and role model in teaching and administrative management will also consider an asset.
- Priority will be given to proven track record in the academic sector, preferably working experience with foreign universities.

Skills:

- Strong leadership and interpersonal skills, with the ability to mentor and guide faculty and students.

- Excellent communication, networking, and relationship-building abilities.
- Strategic thinker with the ability to align the school's goals with institutional vision.
- Proficient in digital tools, e-learning platforms, and virtual teaching technologies.

How to Apply

Interested candidates are invited to submit the following documents.

- Cover Letter: Indicating your interest and how you meet the qualifications for the role.
- Completed application form
- Updated Curriculum Vitae (CV): Including details of academic qualifications, professional experience, research publications, leadership experience, and two professional referees.
- A copy of citizenship certificate
- A copy of latest academic degree

Application Submission: The sealed application packet must be submitted in person to:

Human Resource Department

Model Institute of Technology (MIT)

Baghbazar, Kathmandu

Equal Opportunity Employer

Model Institute of Technology is an equal-opportunity employer and is committed to fostering an inclusive and diverse academic community. We welcome applicants from all backgrounds, including women, minorities, and individuals with disabilities.

For more information about MIT and the School of Information Technology, please visit our website: www.mitnepal.edu.np