

Selected Contributions And Achievements:

- Involved in new Faculty interviews and assisting in orienting new departmental faculty to become acquainted with policy and procedures of the Institution and serving as a mentor in the implementation of effective faculty learning, induction, observation & appraisal, while maintaining records with a view to enhancing quality and leading faculty meetings.
- Acted as a member of the Admissions Board to decide on admission of non-standard cases, managing the Special Consideration process, while overseeing and executing student induction, presentations and managing feedback on induction; managing student feedback to inform improvement activity, while being a member on standing and ad-hic committees.
- Produced and updated the program specific content of the student handbook and overseeing student registration records to align with and, monitoring course timetable finalizations for all cohorts.
- Demonstrated expertise by teaching undergraduate course modules within the Management Pathway of the HND program, including but not limited to: *Business Strategy, Management, Organizations and Behaviour, Personal and Professional Development, Business Decision Making, Human Resources, Recruitment and Selection, Working With and Leading People*, while taking full responsibility for the quality of delivery and assessment on the programme, to instruct classes as assigned.
- Directed and supervised the administrative and academic activities of the staff and faculty within the departments of the Business Program of the College including departments of Student Services, Department of Admissions and the 4 Academic Pathways, including training and orientation of new Faculty, Staff and Interns.
- Acted as main academic point of contact for students in terms of advice on progression and any choice of modules and liaising with student services for monitoring of attendance, student integration, student progression, disciplinary matters to provide strategies for problem solving.
- Was responsible for the internal verification of all results in line with LSBF and accreditation policy, to ensure that assessment results and feedback were delivered fully and on time to students, while leading the Quality Assurance and the Internal Assessment Boards.
- Lead and coordinate major academic activities such as curriculum development, assessment, evaluation, program review, self-study, and accreditation, while interacting with the Ministry official for Private Career College assessment and accreditation quarterly review of student files and internal and external audit of quality assurance processes.
- Supervised the planning, development, and implementation process of all academic programs of the Business Management Pathway relating to Management, Accounts, Finance and Marketing and determining and recommended names and awards of students on each of the pathways.
- Participated in professional development activities and programs as required by accreditation/regulatory agencies to oversee the assessment process for all teachers on the course, including internal and external verification processes in

association with Quality Assurance team, to internally verify all proposed assessments in line with policy.

- Lead and represented LSBF at External Verification events and representing LSBF at relevant academic conferences and participating in orientations, graduation exercises, and other functions.
- Evaluated the overall productivity in education, research, and service responsibilities of the College; preparing, presented quarterly and annual reports of the activities of the business program to the Operations Director and the Academic Affairs, being a member of the College Research Council.