

MBA Course Leader Job Description

Position Title: MBA Course Leader
Hours: Full Time
Contract Type: Fixed-Term / Contract
Location: Astana, Kazakhstan
Reports to: Provost / President

Job Purpose

At Coventry University Kazakhstan, the MBA Course Leader is responsible for leading, managing, and developing the MBA programme to ensure high-quality teaching, student satisfaction, and academic excellence. This role involves overseeing the design, delivery, and assessment of the MBA curriculum, providing academic leadership to staff and students, and maintaining strong industry relationships to enhance the programme's relevance and employability outcomes. The person will also deliver lectures to MBA students at the university, providing clear, engaging lessons that help them understand key business concepts and apply them in real-world situations. The MBA Course Leader will ensure the programme meets accreditation standards and aligns with the institution's mission, values, and strategic goals.

Main Duties and Responsibilities:

Programme Leadership:

- Lead and manage the MBA programme, ensuring its academic quality and relevance.
- Develop and continuously improve the MBA curriculum to reflect industry trends, innovations, and best practices in line with Coventry University, UK.
- Building and maintaining strong relationships with Coventry University Group, especially Coventry University London, is essential as students are registered in the UK and all assessments and moderation come from Coventry London, with a key focus on the Link Tutor relationship.
- Chair programme meetings and oversee all aspects of the student lifecycle, from recruitment to graduation.
- Ensure compliance with university policies, external accreditation standards, and regulations.

Academic Management:

- Coordinate and mentor academic staff involved in the MBA programme, fostering a collaborative and high-performance teaching team.
- Oversee the planning, delivery, and evaluation of teaching methods, ensuring a student-centred approach.
- Lead the internal CUK assessment and moderation process and coordinate internal moderation with Coventry University, UK and external examiner. Prepare for and attend assessment boards as required.
- Ensure the consistency and quality of assessments and teaching materials across all delivery modes (online, in-person, blended).

Student Support and Engagement:

- Act as a key contact for MBA students, offering academic guidance, pastoral care, and career advice.
- Promote student engagement and retention through regular communication, workshops, and networking events.
- Foster a diverse and inclusive learning environment that supports the academic and professional development of students.

Industry Engagement and Networking:

- Represent the university at external events, conferences, and professional forums, promoting the MBA programme.
- Identify and manage opportunities for guest lectures, industry projects, internships, and real-world case studies.
- Build and maintain relationships with industry partners, any alumni, and professional bodies to enhance programme content, networking opportunities, and employability outcomes.

Quality Assurance and Accreditation:

- Lead the preparation of programme reviews, audits, and accreditation processes, including gathering evidence and writing reports.
- Aligning with Coventry University London's policies and procedures, monitor student feedback and achievement data, using the insights to enhance the programme.
- Ensure the MBA programme complies with the university's quality assurance processes and any external accreditation requirements.

Academic Development:

- Contribute to the development of the business school's strategic objectives and growth plans, including new initiatives for programme expansion, international collaboration, and industry partnerships.
- Work closely with marketing and admissions teams to promote the MBA programme and achieve recruitment targets.
- Identify new trends in business education and recommend updates or new offerings that align with market demands and university goals.

The university is committed to safeguarding and promoting the welfare of young people and expects all staff and those connected to the university to share this commitment. The post holder's primary responsibility for promoting and safeguarding the welfare of young persons under their care or with whom they interact will involve adherence to and compliance with the University's Safeguarding Policy.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the university in relation to the post holder's professional responsibilities and duties.

Person Specification – MBA Course Leader

Qualifications and Experience:

- A PhD or Doctorate in Business, Management, or a related field (preferred).
- A recognised professional qualification in business or management.

- Extensive experience in teaching and leading postgraduate business programmes, ideally MBA level.
- Extensive line management experience, and proven experience in staff management, student engagement, and delivering high-quality teaching and learning experiences.
- Evidence of industry engagement and partnerships.
- Experience with quality assurance and accreditation processes.
- Experience in leading and managing teams, with the ability to inspire and develop academic staff.
- Proficiency in relevant IT applications, including virtual learning environments (VLEs), office software, and research databases.
- Demonstrable experience in curriculum design, academic quality assurance, and programme evaluation.
- Ability to work effectively in a multicultural environment.

Competencies and Attributes:

- A proactive, collaborative, flexible, and adaptable approach to work.
- Proven experience in academic leadership, ideally in managing MBA or postgraduate programmes.
- Strong industry connections and a deep understanding of business practices and trends.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Ability to manage a team, inspire colleagues, and foster a collaborative work environment.
- Commitment to continuous improvement and maintaining high academic standards.
- Experience with curriculum development, quality assurance, and accreditation processes.
- Strong understanding of the needs of postgraduate students, including career development and networking.
- Experience working with international students or in an international academic setting.
- Ability to work effectively as part of a team and engage in interdisciplinary collaboration.
- Familiarity with educational technologies and blended learning approaches.
- Flexibility and adaptability to respond to the changing needs of the department and university.
- A commitment to promoting diversity and inclusion within the academic community.