



Bachelor of Business Course Coordinator/Lecturer

King's Own Institute (KOI) is a leading independent institute of higher education located in central Sydney and Newcastle, Australia. KOI offers high quality accredited diploma, undergraduate and postgraduate courses in Accounting, Business, Management, IT and TESOL.

About the Role

The Bachelor of Business Course Coordinator/Lecturer is responsible for coordinating and facilitating quality undergraduate business education across three high-demand specialisations: Hospitality Management, Project Management, and Information Systems. This position ensures KOI's Bachelor of Business program meets rigorous academic standards while incorporating cutting-edge industry practices and contemporary business applications.

The role combines broad expertise in business fundamentals with specialised knowledge across the three areas, ensuring KOI's undergraduate business program maintains competitive advantage in the diverse business education marketplace. This position involves direct responsibility for course coordination, student facilitation, and delivery across multiple business specialisations.

Key Responsibilities

Business Education Teaching & Subject Matter Expertise

- Deliver high-quality instruction across Bachelor of Business subjects spanning core business fundamentals and specialised areas:
 - Hospitality Management (operations, customer service, tourism, event management)
 - Project Management (methodologies, tools, stakeholder management, certification preparation)
 - Information Systems (business analysis, systems design, technology integration)
- Facilitate classes using contemporary learning methodologies for undergraduate business education
- Provide expert-level instruction drawing on current industry practices across multiple business sectors
- Mentor undergraduate students through practical business problem-solving and career guidance
- Moderate discussions and foster collaborative learning communities among diverse undergraduate learners
- Guide students through complex business projects including industry analysis, project planning, and strategic business planning

Course Coordination & Administration

- Coordinate course schedules across multiple specialisations, assessments, and academic calendar requirements
- Manage enrolments, communications, and academic progress monitoring with specialisation pathway guidance
- Liaise with academic staff, industry practitioners, and professionals across hospitality, project management, and information systems sectors
- Coordinate curriculum updates reflecting evolving business practices and industry requirements
- Oversee assessment processes, business competency standards, and academic integrity procedures
- Manage relationships with industry partners and guest speakers across all specialisation areas
- Ensure course content remains current with business trends, emerging technologies, and professional practices

Student Support & Career Development

- Provide academic support including business concept clarification, specialisation guidance, and career pathway counselling
- Develop engagement strategies for diverse undergraduate populations including school leavers, mature-age students, and career changers
- Monitor student progress and implement early intervention strategies for challenging business concepts
- Facilitate peer learning networks and professional development opportunities across all three sectors
- Conduct feedback sessions and implement continuous improvement initiatives
- Support career transition guidance and professional portfolio development for business careers
- Connect students with internship opportunities and industry mentorship programs across specialisation areas

About You

Essential Qualifications & Experience

- Doctoral-level qualification (PhD, DBA) or equivalent standing
- Demonstrated expertise in at least two of the three areas: Hospitality Management, Project Management, or Information Systems
- Formal teaching qualification or adult education experience (Graduate Certificate in Higher Education preferred)
- Minimum 3 years in similar academic roles
- Minimum 8-10 years combined business practice and educational experience
- Higher education sector experience in Australia, particularly undergraduate business program administration

Essential Knowledge & Skills

- Expert knowledge across core business disciplines with specialised depth in at least two specialisation areas
- Advanced understanding of contemporary business practices across multiple industry sectors
- Demonstrated experience in undergraduate curriculum design using evidence-based pedagogical approaches
- Experience delivering business education through multiple modalities (online, blended, workshop facilitation)
- Excellent communication skills for engaging diverse undergraduate audiences
- Project management capabilities with multiple concurrent initiatives
- Experience implementing academic quality frameworks (TEQSA compliance, AQF mapping)
- Proficiency with Learning Management Systems (particularly Moodle)
- Competency in virtual classroom technologies and business software applications

Desirable Qualifications

- Professional business certifications relevant to specialisation areas (PMP, CPA, CA, AHILA, industry-specific certifications)
- Additional qualifications in educational technology
- Experience with TechOne or similar Student Information Systems



- Industry consulting or leadership experience across specialisation sectors
- Professional membership in relevant industry associations
- Experience with international business education standards

Personal Qualities

- Business leadership expertise appropriate for engaging with industry practitioners across multiple sectors
- Cross-sector innovation ability with academic staff and diverse business professionals
- Commitment to staying current with evolving business practices across all three specialisations
- Student-centred approach with sensitivity to diverse learning styles and career aspirations
- Results orientation focusing on measurable learning outcomes and career preparation
- Adaptability to changing business landscape and industry requirements
- Professional integrity and ethical standards in business education

What We Offer

Competitive salary commensurate with experience

Fixed-term contract (2 years)

Opportunity to contribute to a growing higher education institution in undergraduate business education

Collaborative and supportive executive team

Professional development opportunities

Clear pathways for academic advancement and industry engagement

Applications close: 21 September, 2025

Expected start: October 2025

Essential Requirements:

- Must reside in Sydney NSW
- Must hold PR or Citizen work rights

Only shortlisted candidates will be contacted

No recruiters or agencies

How to Apply

Please submit your resume and a cover letter addressing the selection criteria to the Human Resource Department at human.resources@koi.edu.au

King's Own Institute is committed to fostering diversity and inclusion in the workplace. We encourage applications from candidates of all backgrounds.