



MBA Online 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 MBA Course Coordinator & Lecturer is a specialised academic role responsible for coordinating and facilitating a high-quality online MBA course that meets rigorous graduate business education standards. This position serves as the subject matter expert and primary online facilitator for designated MBA subjects, ensuring exceptional educational outcomes for working professionals and international students.

The role combines deep business management expertise with contemporary online teaching capabilities, focusing on student engagement, academic excellence, and professional development within King's Own Institute's online MBA program. The position requires seamless integration between subject matter expertise and effective online facilitation to support KOI's strategic objective of delivering premium online MBA education.

Key Responsibilities

MBA Teaching & Subject Matter Expertise

- Provide strategic vision for a competitive MBA program aligned with Australian Higher Education standards
- Deliver instruction across core MBA disciplines: Strategy, Finance, Marketing, Operations, Leadership, and Organisational Behaviour
- Conduct virtual sessions, workshops, and interactive seminars using established platforms (Zoom, Teams, BigBlueButton)
- Facilitate classes using contemporary adult learning methodologies for graduate business education
- Moderate discussions and foster collaborative learning communities among working professionals
- Develop and deliver case studies and real-world business applications

Online Course Coordination & Administration

- Coordinate course schedules, assessments, and academic calendar requirements
- Manage student enrolments, communications, and academic progress monitoring
- Liaise with academic staff, industry professionals, and guest speakers
- Collaborate with Director of Learning & Teaching on curriculum updates and continuous improvement
- Oversee assessment processes, grading standards, and academic integrity procedures
- Maintain current course content reflecting industry trends and best practices

Student Support & Professional Development

- Provide academic support including study skills and time management guidance for working professionals
- Implement engagement strategies appropriate for mature learners
- Monitor student progress and provide early intervention for at-risk students
- Facilitate professional networking opportunities and peer learning networks
- Conduct regular feedback sessions and implement improvements
- Support career development and industry preparation

About You

The successful candidate will possess:

Essential Qualifications & Experience

- Doctoral-level qualification (PhD, DBA) or equivalent standing
- Demonstrated expertise in Business and Management disciplines
- Formal teaching qualification or adult education experience (Graduate Certificate in Higher Education preferred)
- Minimum 5 years combined business and educational experience
- Proven track record in graduate-level program delivery

Essential Knowledge & Skills

- Expert knowledge across core MBA disciplines
- Advanced understanding of contemporary business management practices and Australian business environment
- Experience with adult learning principles and graduate-level pedagogy
- Demonstrated ability in educational delivery using virtual facilitation techniques
- Excellent communication skills for engaging diverse professional audiences
- Project management capabilities with multiple concurrent initiatives
- Experience with Learning Management Systems (particularly Moodle)
- Competency in virtual classroom technologies

Desirable Qualifications

- Professional business certifications (CPA, CA, PMP, industry-specific certifications)
- Additional qualifications in educational technology
- Familiarity with Australian higher education regulatory environment (TEQSA, AQF)
- Experience with international business education standards (AACSB, EQUIS)

Personal Qualities

- Executive presence appropriate for engaging senior business professionals
- Collaborative leadership with ability to maintain high academic standards
- Innovation mindset with commitment to continuous improvement
- Cultural competency for diverse graduate student populations
- Results orientation focusing on measurable learning outcomes
- Adaptability to evolving educational technology and business environments

What We Offer

- Opportunity to make a significant contribution to a growing higher education institution
- Competitive salary commensurate with experience
- Collaborative and supportive executive team
- Professional development opportunities
- Clear pathways for academic advancement



Applications close: 21 September 2025

Expected start: Late 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.