



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 specialized academic role responsible for coordinating and facilitating high-quality online MBA courses that meet 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 Subject Matter Expertise & Teaching

- Provide strong vision for an online MBA that is competitive with Australian Higher Education providers and universities
- Create and deliver high-quality online instruction across assigned MBA disciplines including strategy, finance, marketing, operations, leadership, and organisational behaviour
- Conduct live virtual sessions, workshops, and interactive seminars using platforms such as Zoom, Teams, or BigBlueButton
- Facilitate online MBA classes using contemporary adult learning methodologies appropriate for graduate business education
- Provide expert-level business management instruction drawing on current industry practices and academic research
- Moderate online discussions and foster collaborative learning communities among working professionals
- Deliver guest lectures and industry-focused content leveraging business management expertise
- Develop and deliver case study analyses and real-world business applications

Online MBA Course Coordination & Academic Administration

- Coordinate online MBA course schedules, assessments, and academic calendar requirements across assigned subjects
- Manage course enrolments, student communications, and academic progress monitoring
- Liaise with academic staff, casual lecturers, and industry professionals contributing to assigned MBA subjects
- Coordinate with Director of Learning & Teaching on curriculum updates and continuous improvement initiatives
- Oversee assessment processes, grading standards, and academic integrity procedures for assigned courses
- Manage relationships with external industry partners and guest speakers
- Ensure course content remains current with industry trends and academic best practices

- Coordinate with learning designers and technical staff on course materials and platform optimisation

Student Support & Engagement

- Provide academic support to online MBA students, including study skills and time management guidance
- Develop and implement student engagement strategies appropriate for working professionals
- Monitor student progress and implement early intervention strategies for at-risk students
- Facilitate peer learning networks and professional networking opportunities
- Conduct regular student feedback sessions and implement continuous improvement initiatives
- Support students with additional academic guidance and mentoring as needed
- Foster a supportive online learning community that encourages professional development

Academic Quality Assurance

- Maintain high academic standards consistent with graduate business education requirements
- Ensure compliance with institutional policies and academic integrity standards
- Participate in curriculum review and development processes
- Contribute to program-level quality assurance and accreditation activities
- Implement feedback from student evaluations and academic reviews
- Collaborate with academic leadership on strategic program improvements

Professional Development & Industry Engagement

- Maintain current knowledge of business management practices and industry trends
- Participate in professional development activities and academic conferences
- Engage with industry networks and professional associations
- Contribute to the development of industry partnerships and guest speaker programs
- Stay current with online education best practices and adult learning research

About You

The successful candidate will possess:

Qualifications & Experience

Essential:

- A relevant postgraduate degree at doctoral level (e.g., PhD, DBA) or equivalent standing
- Demonstrated subject expertise in the areas of Business and Management
- Formal teaching qualification or demonstrated adult education experience (Graduate Certificate in Higher Education or equivalent preferred)

Desirable:

- Professional business certifications (CPA, CA, PMP, or industry-specific certifications)
- Additional qualifications in online education or educational technology

Knowledge & Skills

Essential:

- Expert knowledge across core MBA disciplines: Strategy, Finance, Marketing, Operations, Leadership, and Organisational Behaviour
- Advanced understanding of contemporary business management practices and Australian business environment

- Demonstrated experience applying adult learning principles and graduate-level pedagogy
- Proven ability to deliver online education using virtual facilitation techniques
- Excellent communication skills with ability to engage diverse professional audiences
- Project management capabilities with experience managing multiple concurrent initiatives
- Experience implementing academic quality assurance and compliance requirements
- Proficiency with Learning Management Systems (particularly Moodle)
- Competency in online teaching platforms and virtual classroom technologies

Desirable:

- Familiarity with Australian higher education regulatory environment (TEQSA, AQF)
- Experience with international business education standards (AACSB, EQUIS)
- Experience applying accessibility standards in educational technology
- Data analytics and learning analytics capabilities

Experience with emerging educational technologies and pedagogical innovations

Personal Qualities

Essential:

- Executive Presence: Professional demeanour appropriate for engaging with senior business professionals and online MBA-level students
- Collaborative Leadership: Ability to work effectively with academic staff, technology teams, and industry professionals while maintaining high academic standards
- Innovation Mindset: Commitment to continuous improvement and adoption of cutting-edge educational technologies
- Cultural Competency: Sensitivity to diverse learning styles and student needs in graduate business education
- Results Orientation: Focus on measurable outcomes in student learning, engagement, and program success
- Adaptability: Flexibility to evolve with changing educational technology landscape and business environment
- Academic Integrity: Commitment to maintaining high ethical standards and academic rigour in graduate business education

Desirable:

- Professional membership in relevant business or educational associations (AGSM, Australian Institute of Management, etc.)
- Ongoing industry connections and professional networks in business management
- Active participation in business education research or professional development activities
- Experience with continuous improvement methodologies in educational settings

What We Offer

- Opportunity to make a significant contribution to a growing higher education institution
- Competitive salary
- Collaborative and supportive executive team
- Professional development opportunities



Candidate MUST reside in Sydney NSW

Candidate MUST hold a 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.