

Job Title: **COORDINATOR - SECONDARY EDUCATION PROGRAM**

Employment Status: **Full-time**

Institution/Employer: **Fulton Adventist University College**

Location of work: **Fiji**

Applications Close Date: **23 May 2025**

Fulton Adventist University College is one of the most recognised universities in Fiji and other Pacific Island countries. Fulton aims to employ highly qualified staff as well as keen and honest workers who can comply with its goal and aim in producing highly specialised and well-educated graduates.

Fulton Adventist University College is seeking to fill the position of **Coordinator - Secondary Education Program**.

We are seeking a dynamic and experienced **Coordinator for our Secondary Education Program** to lead the development and delivery of high-quality teacher preparation. This role involves overseeing curriculum design, mentoring faculty, advising students, and fostering strong partnerships with local schools. The coordinator will ensure the program meets accreditation standards and prepares future educators to thrive in today's diverse and evolving secondary classrooms.

The relevant job description for the role outlines the essential qualifications and expectations for the successful candidate for the respective position. To request the job descriptions or directions for applying, please visit the Fulton Adventist University College website:

<https://www.fulton.ac.fj/vacancy.html>.

#### **Selection Criteria:**

- i. Master's degree or higher in Education, Curriculum and Instruction, or a related field. Doctoral degree preferred.
- ii. Current teaching certification or licensure for secondary education.
- iii. Significant experience in secondary education, including teaching and program management.
- iv. Proven experience in curriculum development, faculty supervision, and student advising.
- v. Strong organisational, leadership, interpersonal and communication skills.
- vi. Ability to work collaboratively with diverse groups and stakeholders.
- vii. Knowledge of accreditation processes and educational standards.
- viii. Understanding and application of the Seventh-day Adventist Church's Philosophy of Education.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.

The appointing body reserves the right to fill this vacancy at its discretion and close applications early.

This vacancy was written and advertised by the employer listed above.