

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

**Professional Teaching Fellow
Design**

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The University of Waikato has established a Joint Institute with Zhejiang University City College in Hangzhou, China. Students can complete one of three degrees offered by the University of Waikato in China:

- Bachelor of Business Major in Finance
- Bachelor of Design (BDes) Major in Interface Design
- Bachelor of Design (BDes) Major in Media Design

2. POSITION PURPOSE

To contribute to the teaching and administration requirements associated with the delivery of the University of Waikato BDes in Interface Design at the University of Waikato Joint Institute at Zhejiang University City College (NZUWI). This position is only available in China and the incumbent has no right of reversion to a similar position at the University of Waikato in Hamilton or any other centre in New Zealand.

The position is primarily focused on teaching the Design papers in the BDes Interface Design programme, but students in the BDes Media Design programme will also be taking some of these papers.

Professional Teaching Fellows provide quality teaching and oversight in lectures, tutorials, studios, computer laboratories, and workshops, and undertake paper administration. They implement assessment of degree credit work, and may train and supervise other staff.

It is envisaged that the appointee will spend some time at the University of Waikato in New Zealand for professional development before starting teaching at NZUWI. The appointee will make further trips to the University of Waikato in New Zealand for further professional development.

3. ACCOUNTABILITY

For academic issues, professional goal setting and performance review, the position is responsible to the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Sciences or designate.

For teaching related activities, the Professional Teaching Fellow will report to the Associate Dean Academic based at NZUWI.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor for the Division
Head of School of Computing and Mathematical Sciences or designate
Associate Dean Academic at NZUWI
Other staff of NZUWI
Associate Dean (Trans National Education and Partnerships) at the University of Waikato
Staff at the University of Waikato
Students

External: Staff at Zhejiang University City College (ZUCC)

5. KEY TASKS

Having regard to the Vision and Profile of the University and the strategic goals of the School and the University:

- Prepare and deliver high quality lectures, tutorials, studios, and computer laboratories and, as appropriate, conduct and/or coordinate tutorials, computer labs, practical classes, demonstrations, or workshops as required for the curriculum learning objectives developed for each paper.
- Contribute to or be responsible for paper coordination and delivery. This includes: administration of the papers; assisting with development of teaching resources, materials, and revisions for the papers in collaboration with the Design staff and other staff in the School of Computing and Mathematical Sciences.
- Carry out paper marking and assessment activities including the setting of tests in conjunction with the relevant paper convenors at the University of Waikato.
- Organise, train, and supervise the work of part-time tutors, lab demonstrators etc.
- Be readily available to advise and meet with students including maintaining regular office hours.
- Carry out programme-related activities including promotion of the programmes.

- Carry out broad administrative functions including active and constructive participation at the Joint Institute meetings and Department meetings when in New Zealand and participate in administration, planning and/or committee work where appropriate. Specific administrative duties for the programmes in China include:
 - Providing advice and counselling to the students.
 - Providing informal seminars on New Zealand and the University of Waikato to the students.
 - Providing programme advice to students and parents – current and prospective.
 - Assisting in developing the teaching timetable in conjunction with Associate Deans at NZUWI.
 - Coordinating with ZUCC academic staff to share information on teaching style.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy. Liaise with the Chinese partner in the maintenance of a safe and healthy work environment for self and others including students.
- Other duties as required by the Associate Dean Academic.

NOTE: Staff will have an annual Objectives, Development and Reflection (ODR) meeting with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Professional Teaching Fellow will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to an acceptably high level of competency defined by School norms and expectations.
- Student learning, at all levels, is appropriately facilitated in accordance with the School and University's goal and objectives.
- Regular contributions are made to the NZUWI administration, as appropriate, relative to workload norms and expectations.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Master's degree in Design.

Preferred

- PhD in Design.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Experience working within international organisations.
- Demonstrated success in undergraduate teaching including the ability to lecture to large numbers and conduct small group classes effectively.
- Broad and in-depth knowledge of the following areas:
 - Design discipline
 - Asian and particularly Chinese culture
 - Teaching across cultures
- A proven ability to communicate effectively with students and staff.
- Experience in working with international students.
- An interest and willingness to contribute to departmental and university administration matters.
- Time management skills.

Preferred

- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching skills.
- Awareness of the administrative procedures associated with the University of Waikato.
- Relevant industry experience would be an advantage.
- Curriculum development skills.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a commitment to innovation.
- Demonstrated ability to work effectively as a member of a team.
- Proven ability to maintain a professional approach while under pressure.
- Able to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Ability to interact with students, parents, staff and administration of the Chinese partner.
- Decision making skills.
- Patience and ability to work with non-English speakers.
- Ability to negotiate and obtain consensus.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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