

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

POSITION DESCRIPTION

Professional Teaching Fellow in Computer Science

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
- Commitment to Pacific Success
- 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 Analysis (BBA)
- Bachelor of Design majoring in Media Design (BDM)
- Bachelor of Design majoring in Interface Design (BDI)

2. POSITION PURPOSE

To contribute to the teaching and administration requirements associated with the delivery of the University of Waikato BDI and BDM degrees 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 Computer Science papers for students in the BDI degree, but BDM students 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.

Ideally, 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 Head of Design Department and the Head of the School of Computing and Mathematical Sciences or designate.

For teaching related activities, the Professional Teaching Fellow will report to the Associate Dean Academic – Executive Vice-Dean based at NZUWI, and work in collaboration with the Deputy Head of Design (TNE).

4. FUNCTIONAL RELATIONSHIPS:

Internal: Head of School, Computing and Mathematical Sciences or designate
Head of Design Department and their Deputies
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 aims, objectives and long term strategic goals of the School/Faculty, Division and 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.
- 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 Faculty norms and expectations.
- Student learning, at all levels, is appropriately facilitated in accordance with the Faculty 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 a relevant area.

Preferred

- PhD
- Specialisation in a relevant discipline.

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:
 - o Object-oriented programming (particularly Java)
 - o Mobile computing (Android app development)
 - o Web technologies (HTML, CSS, Jave, JavaScript, PHP, MySQLand C #)
 - o Asian and particularly Chinese culture
 - o 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.
- Marking and assessment skills with high levels of accuracy.
- Good communication and feedback skills.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

Preferred

- Experience in working with mobile and IoT technology.
- 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.
- Demonstrated ability to contribute and operate in a team environment.
- Able to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Professional manner when dealing with staff and students.
- 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 and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.