

**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 an agreement with Hainan University (HNU), a key university in the eponymous island province, to deliver a joint programme yielding a University of Waikato Bachelor of Science in Computer Science degree with a focus on smart science and technology. After the completion of the programme, students will also receive a bachelor's degree from HNU.

2. POSITION PURPOSE

Candidates are expected to contribute to the teaching and administration requirements associated with the delivery of the University of Waikato Bachelor of Science in Computer Science degree at Hainan University. Teaching duties will primarily involve first- and second-year Computer Science courses introducing students to programming, software architecture, computer hardware, microprocessors, operating systems, and computer networks.

Professional Teaching Fellows in Computer Science provide quality teaching and oversight in lectures, tutorials, and computer laboratories, 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 HNU. The appointee will make further trips to the University of Waikato in New Zealand as required for further professional development.

Note that this position is only available in China and the incumbent has no right of reversion to a similar position in New Zealand.

3. ACCOUNTABILITY

For academic issues and teaching related activities, and Objectives, Development and Review (ODR) processes, the position is responsible to the Head of School for Computing and Mathematical Sciences.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science or designate
Head of School, Computing and Mathematical Sciences or designate
Staff at the University of Waikato
Students

External: Staff at Hainan University (HNU)

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School, Division and University, the primary objectives required of a Professional Teaching Fellow include the following:

- Prepare and deliver high-quality lectures, tutorials, and computer laboratories and, as appropriate, conduct and/or coordinate tutorials or computer labs 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 and development of teaching resources, materials, and revisions for the papers.
- Carry out paper marking and assessment activities including the setting of examinations 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 in meetings with faculty, 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 Head of the School of Computing and Mathematical Sciences or designate.
 - Coordinating with HNU 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.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

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/Division norms and expectations.
- Student learning, at all levels, is appropriately facilitated in accordance with the School/Division and University's goal and objectives.
- Regular contributions are made to the administration of the University of Waikato program at HNU, 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.
- Ability to teach in the following areas:
 - o Object-oriented programming and software architecture
 - o Computer networks and operating systems
 - o Computer hardware and microprocessors
- 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.