

POSITION DESCRIPTION

Teaching Fellow Shanghai International Studies University (SISU)

Reports to:	Executive Head of School (or nominee)
Division:	Division of Management
Tenure:	3 years
Location:	Shanghai, China
Date:	Commencing August 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

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

- Tū 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 Division of Management has a joint programme with Shanghai International Studies University. Students complete the equivalent of the first year of the Bachelor of Business degree in China then transfer to Waikato for their final two years of study.

2. POSITION PURPOSE

To contribute to the teaching and administration requirements of both the institutions contributing to the joint programmes. This position is based in China only, 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.

This is a teaching-focused position which does not include any requirements to undertake research or expectations for study towards a higher degree as part of the role; and as such does not include eligibility for research funding or supervision of postgraduate students.

3. ACCOUNTABILITY

The Teaching Fellow is responsible to the Executive Head of School, Waikato Management School. The Teaching Fellow is supervised by the Academic Director WMS Asia Programmes and Agreements.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Executive Head of School, Waikato Management School
Academic Director WMS Asia Programmes and Agreements
Waikato Management School Paper Convenors
Global Programmes, University of Waikato
Students

5. KEY TASKS

Having regard to the Vision and Profile of the University and the long-term strategic goals of the Division of Management and the University, the Teaching Fellow will:

- Prepare and deliver high quality lectures, tutorials and/or seminars and, as appropriate, conduct and/or coordinate tutorials, practical classes, demonstrations, or workshops as required for the curriculum learning objectives developed for each paper by the Division of Management.
- Contribute to or be responsible for paper coordination and delivery. This includes paper administration, assisting with the development of teaching resources, paper materials, and paper revisions.
- Carry out course marking and assessment activities including the setting of examinations.
- Be readily available to advise and meet with students including maintaining regular office hours.
- Carry out programme-related activities including promotion of the programmes offered and assisting students with their planning and arrangements.

- Carry out broad administrative functions including active and constructive participation at meetings when required, and a role in administration, planning and/or committee work where appropriate. Specific administrative duties for the programmes in China include:
 - Provide advice and counselling to the students.
 - Provide informal seminars on New Zealand and the University of Waikato to the first-year students.
 - Ensure first- and second-year students have the opportunity to meet and mix.
 - Provide programme advice to students and parents – current and prospective.
 - Organise an appropriate teaching timetable in conjunction with SISU administration.
- 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 Executive Head of School.

NOTE: Academic staff will have an annual professional goal setting interview with their manager. New staff will normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Teaching Fellow will be performing satisfactorily when:

- Lecturing and related teaching/support is of a high quality and uses modern teaching and assessment techniques.
- There is appropriate administration of the papers taught and other related activities.
- Student learning is appropriately facilitated in accordance with Waikato Management School expectations.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support Waikato Management School goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with, including those of our Chinese partner institution.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Master's degree in business or economics

Preferred

- PhD
- International experience, particularly in China

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Demonstrated success in undergraduate teaching including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Ability to teach a range of introductory business subjects, including (but not limited to) Economics, Marketing, Strategic Management and Data Analytics.
- Broad and in-depth knowledge of the following areas:
 - Asian and particularly Chinese culture
 - The disciplines of management
 - Teaching across cultures
- A proven ability to communicate effectively with students and staff.
- Understanding of administrative procedures associated with universities.
- Experience in working with international students.
- An interest and willingness to contribute to departmental and university administration matters.
- Excellent time management skills.

Preferred

- Demonstrated commitment to using innovative teaching methods and materials.
- Additional 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.
- A commitment to equal opportunity for all.
- 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.

April 2026