

#### ROLE DESCRIPTION

## **Teaching Fellow Kaiwhakaako**

#### PRIME FUNCTIONS

Teaching Fellows teach and provide teaching-related support and administration. They work closely with course convenors and assist in developing teaching materials, practical sessions and assessments.

Teaching Fellows provide a key point of contact for academic queries from students, assisting with tutoring and pastoral care.

Research is not required although Teaching Fellows may provide input into a research project.

#### TEACHING OBJECTIVES

1. Present lectures, tutorials, seminars, laboratories, and workshops.
2. Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and discipline.
3. May convene papers, modules or courses (normally Band 2 only).
4. Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
5. Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
6. Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
7. Coordinate the marking process and ensure the provision of constructive and timely feedback.
8. Provide appropriate pastoral support to students.
9. May provide course advice to students as a recognised and trained adviser.
10. Contribute disciplinary pedagogic expertise and experience to discussion on areas of the curriculum, working collaboratively to support and encourage colleagues to think creatively and innovatively.
11. Share teaching expertise with colleagues within the Department.
12. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

#### TEACHING PRACTICE

1. Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, involvement or memberships of discipline-related organisations or groups.
3. Maintain an awareness of teaching developments in the discipline.
4. Maintain an awareness of research developments in the discipline.

5. Maintain best practice and strive for excellence in teaching.

## RESEARCH AND SCHOLARSHIP ACTIVITIES

*The opportunity to undertake research is subject to Department, School or Divisional requirements.*

1. May work towards a tertiary teaching, postgraduate or professional qualification.
2. May assist academic staff in the development of research programmes by contributing a discipline-based perspective.
3. May provide discipline expertise to postgraduate students or their supervisors.

## SERVICE

1. Share knowledge with and contribute to the University and broader community.
2. Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.
3. May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

## RELATIONSHIPS

|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Directly responsible to:       | Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD. |
| Supervision of:                | May supervise at low levels.                                                                                        |
| Functional relationships with: | Students<br>Academic staff<br>General Staff<br>Others in the profession<br>Professional organisations               |

## QUALIFICATIONS AND EXPERIENCE

### Essential

1. Appointments to Band 1 may be a relatively recent graduate with some teaching or tutoring experience.
2. Appointments to Band 2 will be experienced teachers with several years' experience in their discipline, and normally hold or be working towards a relevant postgraduate qualification and/or teaching qualification.

### Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.

## MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

## PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

## SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

## APPENDIX

The Department of Marketing is seeking to appoint a permanent, 0.8 FTE Teaching Fellow to contribute to the delivery and development of undergraduate marketing teaching.

This is an academic year only position, with teaching responsibilities from February to October each year. The successful candidate will contribute to teaching across a range of marketing courses, including MART 112, MART 201, MART 207, MART 211, MART 212, and MART 308.

The role will contribute to high quality teaching, course coordination and/or delivery, assessment, student engagement, and the ongoing enhancement of the Department's Marketing curriculum. The successful candidate will work collaboratively with colleagues to provide engaging and effective learning experiences and support students throughout their studies.

This role will suit an enthusiastic and student-focused educator with expertise across core areas of marketing and a commitment to innovative, inclusive, and evidence-based teaching and learning.

### **Your skills and experience | Kā pūkeka me kā wheako**

The successful candidate will have:

- A degree in Marketing and demonstrated knowledge across core areas of marketing.
- Demonstrated tertiary teaching experience in Marketing, including undergraduate teaching.
- Demonstrated understanding of tertiary pedagogy and research-informed teaching practice.
- Experience in course delivery and/or coordination, including assessment and curriculum development or enhancement.
- Demonstrated experience in designing and assessing student learning, including providing constructive feedback.
- Demonstrated ability to engage and support students from diverse backgrounds and contribute to an inclusive learning environment.
- Strong written and verbal communication skills, with the ability to work effectively both independently and collaboratively.
- A commitment to upholding the values, tikanga, kawa, and traditions of Ngāi Tahu as mana whenua, and to working respectfully within the cultural context of the region.