



UNIVERSITY OF OTAGO

Te Whare Wānanga o Ōtago

JOB DESCRIPTION

JOB TITLE: Teaching Fellow

DEPARTMENT:

DIVISION:

Teaching Fellows support teaching or training by carrying out tutoring and related administration under the supervision of a senior academic staff member.

The duties of Teaching Fellows are carried out under the supervision of the academic colleague who is responsible for course design and delivery.

PRIME FUNCTIONS

- Support teaching across a range of papers or in clinical settings, at under-graduate level. This includes preparation, running tutorials, assessment and administration duties, under the supervision of the academic colleague who is responsible for course design and delivery.
- Carry out administration responsibilities; and
- Contribute to Department's academic goals, where appropriate.

KEY TASKS

Facilitate Learning

- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training; and
- Prepare own learning material for students including the production of handouts, photocopying and preparation of lesson materials.

Assessment

- Assist with assessments by contributing questions or practical exercises;
- Provide within-course assessment and feedback to students on progress. Assessments can be; in class, out of class, or in a practical/professional setting; and
- Record results accurately in accordance with University processes.

Administration

- Ensure administrative processes are completed in a timely and efficient fashion.
- Carry out all marking and assessment reporting in accordance with University guidelines.
- Fulfil compliance and reporting requirements.
- Prepare class material.

Service to the University and the community and collegiality within the Department/School

- Undertake coordination duties within the Department;
- Demonstrate and foster collegiality within the Department/School;
- Participate in quality assurance activities;
- May contribute to external academic and professional activities; and
- May contribute to continuing education in the professional field.

Health and Safety

- Ensure the health and safety practices are observed in all workplace activities;
- Ensure that exemplary health and safety practice is taught to students in relation to the discipline;
- Report all accidents, incidents and near misses in accordance with policy;
- Take responsibility for ensuring that you have carried out relevant health and safety training;
- Ensure sound health and safety practices are in place in teaching student related activities and research;
- Identify and report all hazards; and
- Assist the Department Health and Safety Officer, when requested.

RELATIONSHIPS

Directly responsible to: Course convenor under the overall direction of the Head of Department.

Supervision of: N/A.

Functional relationships with: Students.
Academic staff.
General staff.

PERSON SPECIFICATION

- Bachelor degree minimum.
- May hold or be studying for a higher degree.
- Well organised.
- Effective written and verbal communication skills.
- Aptitude for effective teaching at tertiary level.
- Ability to work effectively as a member of a team and independently.
- Able to maintain a professional approach with both staff and students while under pressure.
- Evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.
- A commitment to the principles of the Treaty of Waitangi and to equal opportunity.