

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo

JOB DESCRIPTION

JOB TITLE: Teaching Fellow in Ecology
DEPARTMENT: Ecology Degree Programme (cross-departmental; principally Departments of Zoology, Botany and Marine Science)
DIVISION: Sciences

Within each Ecology undergraduate paper, the duties of Teaching Fellows (as detailed below) are carried out under the guidance of the academic staff members who are responsible for course design and delivery (the Course Coordinators).

PRIME FUNCTIONS

- Support teaching in the core undergraduate ECOL papers (presently ECOL 111, 211, 212, 313, 314 and 321). This includes preparation, demonstrator organization and training, running tutorials, assessment and administration duties, under the guidance of the Course Coordinators.
- Organise logistics for field camps, field trips and field-based practical exercises.
- Carry out administration responsibilities, including outreach and publicity.
- Contribute to the Ecology Degree Programme's academic goals, by providing cohesion across the core papers.
- Liaise between core Departments in the Ecology Degree Programme.
- Provide some directed organizational and administrative support to postgraduate Ecology teaching when required (e.g. annual Ecology Symposium).

KEY TASKS

Facilitate Learning:

- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to practical/professional training.
- Prepare own learning material for students including the production of handouts, photocopying and preparation of lesson materials.
- Run and organise laboratory and field classes.
- Maintain a commitment to the Ecology Degree Programme's philosophy of teaching at all levels through the process of doing research.
- Maintain an awareness of research developments in the field.

Assessment:

- Assist with assessments by contributing questions or practical exercises.
- Provide within-course assessment and feedback to students on their progress. Assessments can be in class, out of class, or in a practical/professional setting.
- Administer student evaluations for core Ecology courses.
- Record results accurately in accordance with University processes.
- Provide input to examination meetings.

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 under instruction from academic course convenors.
- Manage the Ecology Degree Programme web site in consultation with the Director and the Ecology Board of Studies.
- Manage postgraduate internships as and when required.

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

- Undertake co-ordination duties within the Ecology Degree Programme.
- Demonstrate and foster collegiality among Departments involved in the Ecology Degree Programme.
- Participate in quality assurance activities.
- May contribute to external academic and professional activities.
- 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.
- Assist the Department Health and Safety Officer, when requested.

RELATIONSHIPS

Directly responsible to:	Director of the Ecology Degree Programme and through him or her to the Head, Department of Botany.
Supervision of:	Demonstrators in core ECOL papers.
Functional relationships with:	Director of the Ecology Degree Programme. Ecology Board of Studies. Heads of contributing Departments. Course Coordinators and academic staff contributing to core ECOL papers. Support staff in contributing Departments, and those aligned with the Ecology Degree Programme. Students enrolled in the Ecology Degree Programme.

PERSON SPECIFICATION

- A post-graduate qualification in ecological sciences.
- A proven record of your aptitude for effective teaching at tertiary level.
- Demonstrated broad knowledge of ecological systems.
- Demonstrated skills in ecological study design and statistical analysis.
- Demonstrated skills using Microsoft Office; experience using R would be an advantage.

- Proven organisational and time management skills.
- Effective written and verbal communication skills.
- Ability to work effectively both as a member of a teaching team and independently.
- Ability to maintain a professional approach with both staff and students and foster a positive learning environment.
- Evidence of an ability to work well with students and staff from differing academic, professional and cultural backgrounds.
- A commitment to ensuring and promoting equal opportunity.
- A commitment to the principles of the Treaty of Waitangi. An understanding of te ao Māori would be an advantage.
- Full drivers licence and willingness to transport students during field trips.