

Business, Economics and Management Department

Postdoctoral Research Fellows / Teaching Assistant Position requirements

Reporting in the first instance to the Head of Department this role will serve as valuable preparation for a career in higher education.

General requirements:

- Ph.D. in Management, Economics, Business or related discipline.
- Fluent in written and spoken English.
- Good communication skills and team working.
- High sense of responsibility.
- Experience in teaching engineering and science students would be an advantage.

Job responsibilities

- Assist with a variety of roles within the team in terms of teaching, the office and the laboratory; you will act as an important member of the team, which will be flexible in its membership comprising academic, technical and postgraduate student members of similar and different disciplines.
- Present tutorials and other small group activities as directed.
- To assist with the development of Study Modules for delivery.
- To contribute to marking and to the provision of student feedback on their performance including marking student experimental and project reports and assisting in the development of new teaching exercises, as well as instructing and supervising undergraduate practical classes.
- Prepare assignments and provide supervision to students and assist with the day-to-day operation which may also include training and supervision of, casual and new users in the department. You will also be expected to contribute to decisions about research arrangements and be collaborative with decisions about research and practices.
- Ensuring the implementation of a safe working environment using good working practices
- Communication with academics staff.
- Consultation with and advice to academic staff and research students on the use, technique and application of equipment.
- In the office environment, you will help and be central to the preparation of periodic reports. You may also be expected to assist in the preparation of presentations.
- To undertake appropriate research and assist colleagues with research as directed.

- To keep your knowledge and skills up-to-date so that teaching reflects changes and developments in your profession and in educational methods.
- Acting as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas through undertaking and encouraging internal/external development activity.
- Good interpersonal skills: ability to both convey and understand communication with fellow workers and have a willingness to help other team members thus ensuring a degree of knowledge and co-operation is achieved at all times.
- To undertake any other appropriate tasks which may be identified in the first instance by the Head of Department.

Salary range

The monthly salary range for the above post is from 6,000RMB to 11,900RMB (\$1 is approximately 6.8 RMB), depending on the qualifications, experience, research record and the level of appointment. Conditions of employment will be provided in a separate document.

EMPLOYEE SPECIFICATION

Post Title: Postdoctoral Research Fellows / Teaching Assistant – Full Time
Department: Business, Economics and Management Department

Salary Range: 6,000 RMB – 11,000 RMB per month (pro rata)
Job Ref: TA/MAN/08/07

Attributes	Number	<i>Essential</i>	<i>Desirable</i>	How identified
Experience	1.1		Teaching experience in a University Technical report-writing experience Experience in laboratory demonstration Experience of teaching and supervising students	CV/Supporting Statement & Interview
	1.2			
	1.3			
	1.4			
Educational Qualifications & Training	2.1	PhD in Management, Economics, Business or related discipline or related field (or close to completion)	Recognised teaching qualification	CV/Supporting Statement
	2.2	Fluent written and spoken English.		
General & Special Knowledge	3.1	Knowledge of current policies and practices concerning education		Interview
	3.2	Good at gathering and organising routine information to support laboratory work and fieldwork		
	3.3	Good presentation skills		
Skills, Personal Attributes & Circumstances	4.1	Understanding of and commitment to teamwork		CV/Supporting Statement & Interview
	4.2	Flexible approach to working practices		
	4.3	Good communication and interpersonal skills		
	4.4	Good personal organisation. Effective time management skills and ability to prioritise work to meet set deadlines.		