

Teaching Faculty with hourly offer

A. RESPONSIBILITIES:

- Guaranteed to have at least 18 teaching hours per week for regular term 1 and term 2, and 12 teaching hours per week for special term 3, including the development of exam questions, and correction of student papers.
- Help develop course outline and syllabi for each course within the college.
- Attend university meetings and activities.
- Represent the university by attending meetings in the community on an as needed basis.
- Represent the university in an appropriate manner.

B. QUALIFICATIONS:

Must possess a Master's degree in a related field to the college, and have a minimum of 4 years teaching experience at the university level.

i. Knowledge

- Structure of academic institutions.
- Textbook development and review

ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the Chinese language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics