Guide to Appointment

ASSISTANT LECTURER
(Marketing / Management / Business Communication)
Lee Shau Kee School of Business & Administration

Overall Objectives

The Lee Shau Kee School of Business & Administration offers full-time and part-time undergraduate and postgraduate programmes in the following disciplines: accounting, business law, banking, finance, electronic commerce, management, marketing, international business, logistics, supply chain management, corporate administration, and China business. Programmes are offered in face-to-face and distance learning (including e-learning) teaching modes.

The appointee(s) will be responsible for providing assistance in course planning and development as well as undertaking course coordination and delivery (including classroom teaching) in related disciplines at the undergraduate level. He/she will also be expected to participate in scholarly activities and School/University activities.

Entry Requirements

a) A higher degree in a relevant discipline;
b) Relevant teaching/professional experience preferred; and
c) A good command of English and Chinese (preferably including Putonghua).

Major Responsibilities

a) To assist in course planning and development;
b) To undertake course coordination and delivery (including classroom teaching);
c) To assist in the review, adaptation and preparation of learning materials for use by the School;
d) To assist in the liaison with External Examiners/External Course Examiners;
e) To participate in assessment duties, including the preparation and marking of examination papers/assignments and the monitoring of the assessment procedures;
f) To liaise with internal units (e.g. the Library and the Education Technology & Publishing Unit);
g) To participate in the recruitment, training and supervision of Part-time Tutors;

h) To monitor tutorials and day schools;

i) To advise students and deal with queries regarding their studies, and to answer enquiries from potential students;

j) To participate in scholarly activities and School/University activities; and

k) To undertake such other duties and responsibilities as assigned by the Dean of the School or his/her nominee(s).

**Remuneration Package (1-year or 2-year contract)** (for reference only – subject to change)

**Monthly Basic Salary** : HK$24,715 – HK$37,860

**Monthly Composite Cash Allowance** (applicable to a 2-year contract only) : 5% of monthly basic salary, capped at the mid-point of the salary scale (i.e., HK$31,525)

**Contract-end Gratuity** : 10% of total basic salary over the contract period, payable upon satisfactory completion of the contract. The gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-Scheme

**Other Benefits** : Annual leave, medical & dental benefits and life insurance
(Life insurance is applicable to a 2-year contract only)

*Human Resources Unit*
*23 August 2012*