Guide to Appointment

TEACHING ASSISTANT
(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, development, coordination and delivery, and where necessary, undertake classroom teaching in related disciplines at the undergraduate level. He/she will also be expected to participate in School/University activities.

Entry Requirements

a) A recognized bachelor’s degree, preferably a higher degree, in a relevant discipline;
b) Relevant teaching/professional experience will be an advantage; and
c) A good command of English and Chinese (preferably including Putonghua).

Major Responsibilities

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

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

h) To participate in School/University activities; and

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>Monthly Basic Salary</td>
<td>HK$17,835 – HK$27,245</td>
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<tr>
<td>Monthly Composite Cash Allowance</td>
<td>5% of monthly basic salary, capped at the mid-point of the salary scale (i.e., HK$22,405)</td>
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<tr>
<td>Contract-end Gratuity</td>
<td>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</td>
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<tr>
<td>Other Benefits</td>
<td>Annual leave, medical &amp; dental benefits and life insurance (Life insurance is applicable to a 2-year contract only)</td>
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*Human Resources Unit*

23 August 2012