**Lecturer in Business Administration**

# Kaupapa | Purpose

The key focus of the Lecturer in Business Administration role is to facilitate and enhance the learning experience of students by delivering high-quality instruction. This role involves the development and delivery of courses in Undergraduate programmes. With a focus on maintaining academic excellence and meeting the educational objectives of EIT, this role will provide academic support and fulfil research duties. The role will be pivotal in inspiring and mentoring the next generation of learners, making a meaningful contribution to the field of education.

**Reports to:** Head of School – Computing

**Team:** EIT | School of Computing

**Remuneration:** Based on TEU Kaimahi Collective Agreement and commensurate with skills and experience

**Date:** January 2025

# Ngā Hononga Mahi | Working relationships

**Internal:** Programme Cluster Committee, Advisory Committee, Industry, Education and Community Organisations, Te Pūkenga staff

**External:** Secondary Schools, Professional Bodies, students

**Resource delegations and responsibilities:**

**Financial:** N/A

**People:** N/A

# Ngā mahi | Do

* Continuously assess and adapt the course content, instructional materials, and methods to suit evolving contexts, which include blended and flexible delivery techniques, and the pivotal role of educational technologies in instruction. Effectively guide the learning process by offering a diverse range of experiences that foster student engagement and self-directed learning.
* Provide necessary assistance to students and aid in facilitating their support by collaborating and communicating with student support services.
* Oversee assessment and evaluation procedures in accordance with academic guidelines, including conducting both internal and external assessment moderation.
* Conduct thorough evaluations of students and courses, evaluate student performance, and provide relevant feedback. Ensure the accurate maintenance of comprehensive student records using Te Pūkenga systems.
* Stay current with social, professional, technical, and educational advancements pertinent to teaching subjects by engaging in community and industry interactions, reading, and conducting research.

Actively engage in appropriate professional associations and groups.

* Support the promotion and marketing efforts of relevant courses and programmes, while also participating in other relevant promotional and marketing initiatives as needed

**Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

# Pūkenga | Have

* Relevant Tertiary Qualification, or the equivalent body of knowledge gained through experience.
* Knowledge of relevant Business Administration curriculum.
* Experience in teaching over a range of delivery modes, including face-to-face and online.
* Well-developed oral, written, interpersonal and leadership skills.
* Proven ability to plan and meet deadlines**.**
* Good organisational and administrative skills
* An ability to participate fully as a team member.
* An understanding and appreciation of student learning and commitment to improving student learning skills.
* Committed to designing and delivering quality programmes at all levels.
* An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment.
* Empathy with and appreciation of Māori language and culture

# Waiaro | Be

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

**Connected:** Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

**Collective:**  Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

**Self-Awareness:** Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

**Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

**Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.