



# Lancaster University College at Beijing Jiaotong University

## JOB DESCRIPTION

<b>Job Title:</b> International Senior Teaching Associate in Management	<b>Present Grade:</b> 7
<b>Department/College:</b> Jointly between Departments of Organisation, Work and Technology and Marketing	
<b>Directly responsible to:</b> Heads of Department	
<b>Supervisory responsibility for:</b> N/A	
<b>Other contacts</b>  <b>Internal:</b> Colleagues and students in: the Departments of Organisation, Work and Technology; and Marketing, Lancaster University Management School (LUMS) more widely, and Lancaster University College at Beijing-Jiaotong University, as well as colleagues from other faculties and services (e.g. student support, library, ISS, central administration)  <b>External:</b> Professional bodies, academic and teaching networks, employers and business organisations	
<b>General Description:</b> <p>The Departments of Organisation, Work and Technology (see <a href="https://www.lancaster.ac.uk/lums/our-departments/organisation-work-and-technology/">https://www.lancaster.ac.uk/lums/our-departments/organisation-work-and-technology/</a>) and Marketing (see <a href="https://www.lancaster.ac.uk/lums/our-departments/marketing/">https://www.lancaster.ac.uk/lums/our-departments/marketing/</a>) at Lancaster University Management School (LUMS) invite applications for a joint International Senior Teaching Associate in Management. The departments welcome applications in all areas of management that fit with teaching and scholarship relevant to the activity of one or both of the two departments. The successful candidate will be appointed to whichever department best fits their teaching and scholarship interests, but will be expected to contribute to teaching in both departments.</p> <p>The successful candidate will support the delivery of undergraduate modules in Management and Organisational Studies and Marketing at Lancaster University College at Beijing-Jiaotong University as well as at Lancaster University's Bailrigg campus in Lancaster. This will involve spending two periods of at minimum five weeks each year at Lancaster University College at Beijing-Jiaotong University and the remaining time in Lancaster. The successful candidate will have completed a PhD and have experience of undergraduate teaching. The position comes with an allocation of up to 20% time for scholarship to inform teaching.</p> <p>Students at the Joint Institute in Weihai and from the main campuses of both Beijing-Jiaotong University (BJTU) and Lancaster University will be encouraged to participate in study abroad, summer schools and other types of exchange opportunities at any of the three locations. Lancaster is committed to providing students at Lancaster University College - Beijing Jiaotong University with an excellent student experience and many of Lancaster's resources will be available to them. Academic standards will be subject to rigorous quality assurance including continuous moderation of assessment setting and marking.</p> <p>An undergraduate programme in Business Studies is delivered to Chinese and international students, co-taught by Lancaster and BJTU academics. In addition to teaching collaborations with BJTU, the universities will develop student exchange opportunities and graduates will be eligible for the Lancaster Alumni Loyalty scholarship. Lancaster and BJTU will work to develop research links and staff at the new campus will be eligible for Lancaster's staff development programmes.</p> <p>Applicants must be capable and willing to work overseas for at least two periods of 5 weeks duration. The remaining time will be spent at Lancaster University teaching on undergraduate and/or postgraduate programmes in Lancaster, as well as completing teaching-related activities associated with BJTU including preparation, assessment, and administration.</p>	

You will receive a comprehensive induction at Lancaster University before your first assignment to China in September 2020. Members of academic staff are entitled to paid accommodation in Weihai, travel allowances and medical insurance in accordance with Lancaster University's International (Short term) Assignment policy.

**Major Duties:**

To develop teaching within the Departments of Organisation, Work and Technology & Marketing.

Specific areas of activity include:

- To contribute to undergraduate teaching in the area of Management and Organisational Studies and Marketing at Lancaster University College at Beijing-Jiaotong University, and at Lancaster University's UK campus. This will include lecturing, tutorials, assessment and routine administration. At minimum there will be two periods of five weeks each year spent at Lancaster University College at Beijing-Jiaotong University.
- To contribute to the development of new or revised courses and teaching modules in terms of structure, forms of delivery, methods of assessment, etc.
- To develop a scholarship program that informs teaching
- To engage with relevant stakeholders outside of the university, for example through executive education or through the activities of the Work Foundation
- Provide sabbatical cover for other academics' teaching where necessary.
- To engage in professional development opportunities, and obtain a relevant teaching qualification if not already held.
- To participate in the life and work of the departments, school and the university.
- To undertake any other duties (including administrative duties) as may be directed by Heads of the Department, as commensurate with the grade of the post.