

Instructional Specialist for Master of Engineering (MEng) Program in Electrical and Computer Engineering (ECE)

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint an Instructional Specialist for the Master of Engineering (MEng) Program in Electrical and Computer Engineering (ECE) at DKU. The ECE MEng program recruits top students in China and other countries, emphasizes international experience and contexts, and trains students to become global technical leaders. Students are expected to spend the first year at DKU and the second year at Duke. At the end of the second year, students receive a Duke MEng degree in ECE.

The Instructional Specialist will support the emerging, interdisciplinary courses and curricula, such as assisting in teaching laboratories and course projects, working with students on course contents, grading homework and projects, etc. Course delivery is in English, including lectures, laboratories, tutor sessions, etc.

Reports to:

Director of ECE MEng program

Essential Duties:

- Work with instructors to set up and grade teaching labs and course projects (preparing lab/project descriptions, lab/computer environment, project presentations, etc.) for ECE MEng courses.
- Work with instructors to set up and grade homeworks (preparing questions, solutions, etc.) for ECE MEng courses.
- Work with instructors to set up and grade mid-term and final exams (preparing questions, solutions, etc.) for ECE MEng courses.
- Offer tutor sessions to ECE MEng students.
- Work on other teaching-related tasks required by the course instructors for the ECE MEng program.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Receive master degree in computer science, electrical and computer engineering, or other ECE-related field from a top Chinese or foreign university. If the master degree is received in China, it must be awarded by a 985 institute.
- Excellent knowledge in software engineering and data analysis is required.
- Extensive experience in using MS Office, C/C++ and other script languages is required.
- Past experience in undergraduate and/or graduate education (e.g., experience as a teaching assistant) is preferred.
- Excellent organizational skills and excellent problem-solving ability are required. Strong interpersonal and communication skills are essential.
- Hard work and fast learning in a multidisciplinary team are required to maintain confidentiality and professionalism.
- Fluent English skills in reading, writing and speaking are required.