



POSITION DESCRIPTION

Faculty of Arts

Casual Academic Staff (Subject Coordinator)

EMPLOYMENT TYPE	Casual employment for the duration of the upcoming semester
SALARY	Casual salary rates are set out in the University Policy Library: MPF1170 – Schedule A http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	<p>Visit the Faculty of Arts Casual Academic Staff web page to submit your application http://arts.unimelb.edu.au/engage/sessional-tutors</p> <p>Please note that applicants who do not completed the application form in its entirety, including addressing all selection criteria, will not be considered.</p> <p>Please attach your CV to the online application form and ensure that your CV includes the contact details of two referees.</p> <p>Late applications will not be accepted</p>
CONTACT FOR ENQUIRIES ONLY	<p>For the appropriate person to contact please refer to the Contacts table on the Faculty of Arts Casual Academic Staff web page: http://arts.unimelb.edu.au/engage/sessional-tutors</p> <p><i>Please do not email your application to the contacts</i></p>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

As a Casual Academic (Subject Coordinator) within the Faculty of Arts you will make a substantial contribution to the teaching program you are engaged with. The Coordinator will be responsible for the coordination of teaching activities such as lectures and/or seminars for the subject and may be involved in the delivery of teaching activities. You will be responsible for the development of subject teaching materials including the production of the subject guide, as well as all administrative tasks associated with the assessment and delivery of the subject.

Subject coordinators are expected to consult with students, undertake assessment and attend meetings as required by the Program Convenor. You will be required to attend the Faculty Casual Academic induction and training (compulsory for new casual academic staff within the Faculty) as well as a School welcome. You will also be required to complete all relevant training (LMS, OHS etc.)

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Current enrolment in an RHD program or completion of a postgraduate qualification or a combination of relevant experience and qualification (to teach undergraduate subjects or honours) and / or a PhD in a relevant discipline (to teach graduate subjects).
- ▶ Evidence of excellence in teaching at the tertiary level including the capacity to support innovation in the delivery of teaching.
- ▶ Demonstrated high-level organisational and communication skills including the ability to deal efficiently with administrative tasks relevant to the position.
- ▶ Demonstrated ability to interact positively and foster effective working relationships with academic and professional staff colleagues.
- ▶ Excellent written and verbal communication skills.
- ▶ Strong computer literacy including proficiency in the Microsoft Office suite and demonstrable familiarity with multimedia.
- ▶ (Current RHD students only) A statement regarding how undertaking this role would not adversely impact upon RHD research.

1.2 DESIRABLE

- ▶ Experience with using University of Melbourne IT systems including Themis, LMS

2. Special Requirements

- ▶ Applicants who are enrolled as PhD or Masters students must have been confirmed in their candidature and not be past 3.5 years (PhD) and 1.5 years (MA) full-time equivalency.
- ▶ Currently enrolled RHD students at the University of Melbourne applying to become a Subject Coordinator must have the support of their supervisor

- ▶ Subject Coordinators are expected to create a University staff email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account

3. Key Responsibilities

3.1 CASUAL ACADEMIC (SUBJECT COORDINATOR) – GENERAL

- ▶ Coordinate the teaching activities of the subject to the standard of the Faculty. This involves ensuring that tutors are informed of relevant information and that matters raised by tutors are appropriately responded to.
- ▶ Development of subject and teaching material. Coordination and preparation of subject guide and reading pack
- ▶ LMS set up and regular maintenance
- ▶ Setting and coordinating assessment details
- ▶ Employment, consultation and supervision of tutors or seminar assistants (where applicable);
- ▶ Marking and assessment feedback relating to assessment activities as set out by the Program Convenor.
- ▶ Participation and coordination of assessment and return of component and final results.
- ▶ Assist Student Services / ASO with Special Consideration queries and outcomes
- ▶ Participation in Exam Board meetings, where applicable
- ▶ Consultation with students in relation to readings, weekly topics and assessment. The availability expectation of Coordinator for student consultation is 30 mins for every hour of teaching. You will be required to assign office hours for this purpose from week three in semester.
- ▶ Coordinating the work of tutors including assigning them to tutorial times via relevant university systems.
- ▶ Undertaking administrative functions to support the delivery of the subject.
- ▶ Preparing and delivering classes, lectures and seminars. (This is not required by all Schools)
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Other Information

4.1 ORGANISATION UNIT

www.arts.unimelb.edu.au

4.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

4.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health

research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

4.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.