

POSITION DESCRIPTION



Faculty of Arts

Arts Discovery Teaching Associate

POSITION NO	TBA
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 per annum (prorata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	0.5 FTE - 30 January or 13 February to 7 July 2023 (start date will be determined based on experience)
BASIS OF EMPLOYMENT	Fixed Term Teaching Specialist
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Please email to the contact below an application of no more than 5 pages addressing the selection criteria and key responsibilities by Friday 25th November 2023 .
CONTACT FOR ENQUIRIES ONLY	Professor Jacqueline Dutton Tel +61 3 8344 6985 jld@unimelb.edu.au

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

The Faculty of Arts

The Faculty of Arts at the University of Melbourne brings together leading scholars across a broad range of disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

Since 1855, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

Our [Graduate School of Humanities and Social Sciences](#) offers professionally oriented Master's programs and houses our outstanding PhD program.

The Faculty actively seeks to welcome and value the unique contributions of people from all backgrounds and is committed to diversity and inclusion practices to achieve our vision. Our Faculty has gender parity across all levels and supports its staff through initiatives such as the Faculty of Arts Conference Childcare Support Scheme, the Faculty's mentoring program and the Divisional Indigenous Development Plan (DIDP).

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[Asia Institute](#) – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[School of Culture and Communication](#) – with programs in Art History, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Editing, Journalism, and Screen and Cultural Studies.

[School of Historical and Philosophical Studies](#) – encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

[School of Languages and Linguistics](#) – includes French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

[School of Social and Political Sciences](#) – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

Faculty of Arts Strategy

Under the leadership of Professor Russell Goulbourne, we have launched a [Faculty of Arts Strategy](#) focusing on:

- Transformative learning
- Research that makes a difference
- Partnerships that add value
- Support for all staff

Acknowledgement of Country

The Faculty of Arts acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation, and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Faculty seeks to appoint a fixed term a number of Teaching Associates to teach in the Arts Discovery subject. The successful applicants will have the ability to convey the intellectual excitement that the Arts Discovery team seeks to inspire in our commencing students in the Bachelor of Arts.

In this position, you will report to the Head of Arts Discovery. You will work closely with the Arts Discovery Academic Lead(s) with whom you will be team teaching following prepared seminar guidelines.

The Arts Discovery seminars will provide opportunities for students to:

- Explore diverse Arts research methodologies and approaches to knowledge creation and exchange;
- Review and discuss reading materials and content raised in pre-recorded videos, online learning modules, and academic skills development resources;
- Practice their skills of analysis, argument and critique, and to enhance their communication skills;

Teaching Associates new to the Faculty will be required to complete all relevant training (Foundations, LMS, Themis etc.).

Key Responsibilities

TEACHING

- Contribute to the team teaching of four 2 hour seminars in the required mode (online, on campus, blended) to a high standard using the provided seminar guidelines and relevant content available on LMS;
- Undertake consultation with students in relation to readings, weekly topics, assessment and skills development;
- Mark assessment, provide timely feedback to students and record results into the appropriate results record system;
- Report matters of academic integrity to the relevant Academic Lead(s);
- Escalate student issues and concerns to the relevant Academic Lead(s) or Head of Arts Discovery;
- In conjunction with the Academic Lead(s) keep accurate attendance records;
- In conjunction with the Academic Lead(s) effectively and efficiently communicate with students via LMS and address frequently asked questions in relation to seminars and assessment;
- Participate in meetings as required by the Head of Arts Discovery and Academic Lead(s).

Selection Criteria

ESSENTIAL

- Completion or progress towards a Higher Degree by Research in a discipline in the humanities, social sciences or languages;
- Demonstrated experience of teaching diverse groups of students in a range of delivery modes;
- Demonstrated knowledge and understanding of education and research in the humanities, social sciences or languages;
- Capacity to work across disciplinary boundaries;
- Excellent written and verbal communication and interpersonal skills with the ability to work independently and as a member of a team;
- Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines successfully;
- High level interpersonal skills; demonstrated ability to maintain good working relationships and professionalism with all levels of the organization;
- Ability to interpret and understand policies and procedures relevant to teaching and student support and welfare;
- Commitment to the Faculty's Values and Behaviours outlined here: <https://arts.unimelb.edu.au/about/indigenous-strategy/mission-vision-and-values>

DESIRABLE

- Experience in team teaching;
- Recent engagement with innovative teaching methodologies, and/or research-led teaching;
- Experience with using University of Melbourne IT systems including Themis and the Learning Management System (LMS).

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.

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/governance>