

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Associate Lecturer Level: A (Teaching intensive)  
Faculty/Division: Law, Humanities and the Arts School: Humanities and Social Inquiry

#### Primary Purpose of the Position:

An Associate Lecturer is expected to make contributions to the teaching effort of the University, particularly at undergraduate level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline. The position will also be expected to work within the Faculty's workload model however the position will have a teaching intensive focus. Primarily the teaching will be at the Wollongong campus, but teaching may also be required at the Sydney, South Coast and off-shore campuses and centres.

This position will undertake particular responsibilities for the co-ordination of compulsory subject ARTS100 (Peer-2-Peer Mentoring Program) that runs across the Bachelor of Arts and the Bachelor of Communications and Media Studies. The program facilitates the transition of first year students into the Faculty. Undergraduate students commencing the Bachelor of Arts, Communication and Media Studies, International Studies and their associated double degrees, are connected with experienced student mentors in group-based mentoring sessions. The sessions provide an opportunity for new students to engage with their peers, collectively share their experiences and learn from successful students nearing the end of their undergraduate studies.

#### Position Environment:

The Faculty of Law, Humanities and the Arts is a newly formed Faculty at UOW. It is one of five Faculties at UOW with a strong reputation across disciplines in research and teaching and learning. Our reputation is reflected in the demand for the Faculty's courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses and education centres) and off-shore (Dubai and South-East Asian institutions) The Faculty has significant local, national and international research linkages that contribute strongly to a robust research profile.

#### Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
1. The design and development of class plans, assessment tasks and learning activities for tutorials/workshops provided that skills and experience demonstrate this capacity.	To contribute to the Humanities' Discipline's high quality teaching efforts.	
2. The conduct of tutorials and workshops, including marking and assessment.	To contribute to the Humanities' Discipline's high quality teaching efforts.	
3. This position is teaching intensive therefore research responsibilities are limited however they may include the conduct of research, as well as applying for research grants.	To contribute to the research effort of the Management Discipline, by achieving of publications and research grants.	

Responsibilities		Outcome	Office Use Only
4.	Responsibility to assist in development of subjects with appropriate guidance from the subject or course coordinator.	To contribute to the quality of the subjects and programs offered by the Faculty.	
5.	Administrative functions including consultation with students, attendance at Discipline and School and/or membership of a limited number of committees.	To contribute to the efficient administration of the Faculty as well as offering good service to students and other parties.	
6.	Community service	To participate in external activities that promote the Faculty.	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
8.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Prof. Simon Ville, Head of the School of Humanities and Social Inquiry
The position supervises the following positions:	Mentors and Casual tutors as required

### Key Relationships:

#### Contact/Organisation:

#### Purpose & Frequency of contact

Sub Deans: Schools of Humanities and Social inquiry and the Arts, English and Media	The position entails day to day contact with the sub deans of the two schools in order to manage student matters.
School of Humanities and Social Inquiry	The position is located within the School of Humanities and Social inquiry and the occupant is expected to participate in the School's activities. The position entails regular contact with the School's administrative staff.
Faculty of Law, Humanities and the Arts	The School of Humanities and Social Inquiry is part of the Faculty of Law, Humanities and the Arts and the occupant

\_\_\_\_\_ of the position is expected to take part in Faculty activities.

**Key Challenges:**

1. To work across two schools of the Faculty and maintain effective communication across both schools.
2. To deliver high quality teaching to large and diverse student populations at the University of Wollongong.

**SELECTION CRITERIA - Knowledge & Skills:**

Essential:

- Commitment to teaching in peer-2-peer and other subjects as required at the undergraduate level and to the acquisition and development of teaching skills.
- Demonstrated capacity to support student learning and coordinate teaching teams.
- Evidence of potential to achieve scholarly publications in the discipline.
- Well-developed oral and written communication skills.
- A collegial approach to teaching and research that indicates potential for collaborative team teaching.

**SELECTION CRITERIA - Education & Experience:**

Essential:

- Completed or currently undertaking a first or upper second class honours or Masters degree relevant to the Bachelor of Arts or Bachelor of Communications and Media Studies.
- Experience at teaching tertiary students from a variety of cultural and professional backgrounds.
- Experience in mentoring programs

Desirable:

- Current enrolment in PhD degree

**Personal Attributes:**

- Ability to work and interact collegially with members of the Faculty.
- Ability to interact effectively with students from diverse cultural backgrounds.
- Willingness to learn and try new tasks.

**Special Job Requirements:**

Ability to travel to other campuses may be required

**Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_