UNIVERSITY OF WOLLONGONG

POSITION DESCRIPTION
Academic Positions
(In addition to the Position Classification Standards)

Position Title: Learning Development Lecturer (Casual)   Level: A

Faculty/Division: Learning, Teaching and Curriculum   Department/Location: Learning Development

Primary Purpose of the Position:

To provide academic literacy and language development for students through the provision of seminars and individual consultations.

Position Environment:

Provide services, programs and resources that facilitate student transition into, though, and out of the university learning environment. Specifically, they foster student progress, retention and development of academic language and learning.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome
1.	Develop and deliver generic and discipline-specific seminars on academic literacy and language	Improved academic language and learning outcomes
2.	Provide individual consultations to students on academic literacy and language	Improved academic language and learning outcomes
3.	Provide limited administration of services delivered	Efficient operation of programs
5.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
7.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ 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: Head, Learning Development
Other Key Contacts: Director, Learning, Teaching and Curriculum

Key Relationships:

Contact/Organisation: **Purpose & Frequency of contact**
Learning Development Lecturers   Maintain contact through attendance at monthly Learning Development meetings and/or via Learning Development discussion list and/or with individual staff members as needed

Other Student Academic Support providers   Maintain contact with other staff and students working in the service of student academic support to ensure consistency of advice and timing of services.

Key Challenges:

1. Working with students across a wide range of disciplinary programs
2. Meeting the language and learning needs of diverse cohorts of students
3. Facilitating students' development of independent learning strategies

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Knowledge of discipline expectations in relation to academic language and learning
- Knowledge of the various types of assessment tasks required within the disciplines
- Knowledge of the academic language and learning needs of diverse cohorts of university students.
- Skill in analysing and assessing the discipline specific academic literacy needs of students
- Skill in delivering academic language and learning seminars for students
- Skill in consulting with individual students on their academic language and assessment issues

Desirable:
- Skill in developing resources such as print materials, workshop formats or interactive resources

SELECTION CRITERIA - Education & Experience:

Essential:
- Postgraduate qualification in an area relevant to academic literacy and language development
- Experience providing specific academic and assessment advice to university students

Personal Attributes:

- A commitment to service to students
- Capacity for teamwork and collaboration with learning development staff and other service providers for the provision of learning development programs and resources.