



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Casual Academic Teaching Staff Level: Casual Academic
 Faculty/Division: Faculty of Law, Humanities & the Arts Department/Location: Various Schools/Units

Primary Purpose of the Position:

Casual Academic Teaching Staff will contribute to teaching in the Faculty of Law, Humanities & the Arts within the Schools and Units, by undertaking specific duties to deliver high quality teaching in the form of tutorials, practical classes, marking, student consultations and appropriate administrative tasks. This position will report to the Head of School via the appropriate subject coordinator and discipline leader.

Position Environment:

The Faculty of Law, Humanities & the Arts is committed to the pursuit of teaching and research excellence and distinctiveness within a diverse range of creative arts, humanities and social sciences disciplines. It aims to produce internationally recognised and focussed research which informs interdisciplinary and disciplinary teaching that is innovative, high-quality, flexible and student-centred. Principles of access and equity underpin all the Faculty's teaching, learning and research activities.

The Faculty offers programs at the Wollongong campus as well as South Coast and Southern Highlands (SCSH) campuses of the University. Some programs are also offered off-shore. Subjects are offered in a variety of teaching modes: face to face, video conferencing, e-learning or a combination of these.

Major Accountabilities/Responsibilities:

The following list of responsibilities is to be used as a guide only. Duties may vary from subject to subject, school to school and at the various locations. Subject coordinators will outline the exact role and expected duties of each position, as deemed appropriate, from this list of responsibilities.

Responsibilities		Outcome	Office Use Only
1.	Prepare and conduct tutorials	Efficient and timely delivery of all teaching tasks. Enhance students' skills, knowledge and understanding	
2.	Mark assessment items.	Assignments marked and returned to students within agreed timelines	

3.	Consultation with students.	Students provided with information and support needed to complete their work for the subject	
4.	Complete related administrative tasks.	Marks recorded in Student Management Systems (SMP) and appropriate records maintained in University of Wollongong backed up systems	
5.	Support the Faculty Vision Statement and foster a supportive learning environment.	A supportive and positive learning environment for all students	
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
7.	Observe WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Inherent Requirements:

For all positions

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 of School via the subject coordinator and discipline leader
The position supervises the following positions:	NIL
Other Key Contacts:	Head of Students School Manager Finance & HR Support Team Teaching and Learning Support Team Campus Managers (SCSH)

Key Relationships:

Contact/Organisation:

Subject coordinator
Discipline Leader
Head of School/Unit
Sub-Deans
School Manager
Finance & HE support Team
Teaching & Learning Support Team
Campus Managers (SCSH)

Frequency and purpose of contact

Regular – academic and administrative matters
Occasional – academic and administrative matters
Occasional – academic and administrative matters
Occasional – student support issues
Occasional – administrative and HR matters
Regular – administrative and HR matters
Occasional – administrative matters
SCSH only - occasional – site specific administrative matters

Key Challenges:

1. To provide high quality teaching and assessment to the culturally diverse student population at the University of Wollongong.
2. To fulfil the responsibilities as an academic employee as outlined in the Code of Practice: Teaching and Assessment, in relation to compliance with the University's Policies and Codes.
3. To fulfil the role with consideration to upholding the principles outlined in the Faculty of Law, Humanities and the Arts Vision Statement.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Scholarly knowledge appropriate to the subject area
- Ability to deliver teaching and learning outcomes in the teaching mode/s used in the relevant subject/s

SELECTION CRITERIA - Education & Experience:

Desirable:

- Casual academic staff in the Faculty of Law, Humanities & the Arts are normally expected to have completed at least an Honours degree and/or be enrolled as a Higher Degree by Research students
- Experience of teaching at tertiary level
- Familiarity with online or flexible modes of teaching

Personal Attributes:

Essential:

- Commitment to principles of equity and equal opportunity in teaching and assessment
- Demonstrated capacity to work collaboratively

Special Job Requirements:

University classes are presently 8.30 am to 8.30 pm Monday to Friday – teaching can be scheduled within these hours. Teaching staff may be required to teach in a variety of locations in Australia and off-shore or to undertake intensive (weekend) teaching.

Organisational Chart:

October 2014



FACULTY OF LAW, HUMANITIES AND THE ARTS FACULTY ORGANISATIONAL CHART

