

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

Position Title:	Casual Maths Lecturer	Level:	А
Division:	Deputy Vice Chancellor (Academic)	Department/Location:	Learning, Teaching & Curriculum

## Primary Purpose of the Position:

In one or two sentences, broadly describe the main purpose of the position (i.e, what is done and why)

- To support student transition, retention, progression and completion.
- To provide mathematics and statistics development for students through the provision of individual consultations and workshops.
- The academic development of students for whom mathematical understanding forms an integral part of the course or subject in which they are enrolled, such as the mathematics or statistics required for successfully undertaking Nursing, Commerce, Psychology or Education. It is not intended that this position address the mathematical support needs of specialist degrees that require a Mathematics major or minor.

## Position Environment:

Describe the objectives of the Unit within the context of the University. Outline the contribution of this position to the Unit.

Learning Development provides services, programs and resources that facilitate student transition into, through, and out of the university learning environment. Specifically they foster student progress, retention and development of the graduate attributes. These services, programs and resources focus on the student experience and are often designed and delivered in collaboration with faculty and other university staff. This position will support students on both the Wollongong campus and at our satellite locations.

## Major Accountabilities/Responsibilities:

State in order of importance at least 6 major accountabilities of the position. These should be in the major areas of the work performed. For each accountability indicate what is achieved and why. Remember to include any important activities that may only be done at certain times of the year.

Responsibilities		Outcome	Office Use Only
1.	Provide individual consultations to students on mathematics and statistics	Improved applied mathematical and statistical performance	
2.	Provide generic and subject specific workshops on mathematics and statistics	Improved applied mathematical and statistical performance	
3.	Timely and accurate collection of data	Quality assurance of the effectiveness of all aspects of Learning Development work	
	Active participation in the evaluation of relevant practices	Quality assurance of the effectiveness of all aspects of Learning Development work	

4.	Liaise with the Maths Coordinator as required	Efficient operation of programs
5.	Observe principles and practices of Equal Employment	To ensure fair treatment in the
	Opportunity	workplace
6.	Have OH&S responsibilities, accountabilities and authorities as	To ensure a safe working environment
	outlined in the	for self & others.
	http://staff.uow.edu.au/ohs/commitment/responsibilities/	
	document	

# Reporting Relationships:

Position Reports to:	Maths Coordinator, Learning Development Head, Learning Development
Other Key Contacts:	Learning Development Lecturers

# Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

### Contact/Organisation:

Head, Learning Development Maths Coordinator Learning Development academic staff

### Purpose & Frequency of contact

Supervision by Head in operational matters Supervision by maths Coordinator in developing the role Maintain contact through attendance at monthly Learning Development meetings and/or via Learning Development discussion list and/or with individual staff members as needed.

# Key Challenges:

Describe the most challenging aspects of the role (up to 4).

1. Academic development of students for whom mathematical and/or statistical thinking is under-developed and for whom mathematical and/or statistical thinking is necessary for the successful completion of a 'mathematically non-specialist' course or subject, such as Nursing, Commerce, Education, Psychology. It is not intended that this position address the mathematical support needs of specialist degrees that require a Mathematics major or minor.

# SELECTION CRITERIA - Knowledge & Skills:

What knowledge & skills are essential for effective performance in the position.

Essential:

- Knowledge of learning development support in mathematics and statistics at university level.
- Knowledge of the pedagogical needs of university students for whom mathematical and statistical thinking is a challenge for who lack sufficient background in mathematics to be able to successfully undertake a 'mathematically non-specialist' degree.
- Skills in providing individual consultations and workshops on mathematics and statistics development.
- Skills in analysing and assessing the discipline specific academic mathematics and/or statistics needs of students.

Desirable:

- Knowledge of Privacy legislation
- Research skills relevant to developing and evaluating mathematics support programs

# SELECTION CRITERIA - Education & Experience:

What education & experience are essential for effective performance in the position.

Essential:

- Undergraduate degree in an area relevant to mathematics and statistics development
- Teaching qualification or equivalent

Desirable:

- Substantial experience working in a learning development centre or program within a university
- Experience teaching university students for whom mathematical thinking is challenging or who lack sound mathematical backgrounds.

### Personal Attributes:

Describe personal attributes that are required to effectively perform in this position.

Capacity for teamwork and collaboration with faculty academic staff and learning development staff for the provision of learning development programs and resources.

## Special Job Requirements:

Indicate any special job requirements such as necessity to work unusual hours, OH&S requirements. Will this person be required to work with children (under 18 years of age), in an unsupervised capacity? If so then a Working with Children Check will need to be done.

- Located at the Shoalhaven Campus.
- Capacity for maintenance of privacy, as appropriate to the position.

## Roles and Responsibilities in Relation to Workplace Health and Safety:

For all positions

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document <u>Roles And Responsibilities for WHS</u> and <u>WHS Management System</u>.

#### 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.