POSITION DESCRIPTION

POSITION TITLE: Course Adviser, Developer, Lecture – Bachelor of Business (B. Bus)

POSITION NUMBER:

DEPARTMENT: HIGHER EDUCATION

CLASSIFICATION: Academic Level B

FRACTION: Full Time

EFFECTIVE DATE: 1 JULY 2012

INCUMBENT: ____________________________
SIGNATURE ____________________________ DATE ____________________________

CHIEF EXECUTIVE OFFICER: ____________________________
TITLE: ____________________________
SIGNATURE ____________________________ DATE ____________________________
ORGANISATIONAL CONTEXT:

The Victorian Institute of Technology is a higher education provider committed to providing students with the best possible educational opportunities and outcomes appropriate to their needs. The Institute strives to imbue students with the knowledge skills and abilities to become creative, self-motivated professionals with both specialist knowledge and high skill levels in their chosen area of work.

The Course Adviser, Developer, Lecture – Bachelor of Business (B. Bus) reports to the Board of Studies or delegate and has responsibility for the delivery of units within the higher education programs offered by VIT. Lecturers are expected to be involved in scholarship within their discipline and to undertake some level of research.

KEY RESULTS AREAS AND RESPONSIBILITIES:

1. Program and subject development
   - Participation in course design and development, including membership of appropriate committees
   - Detailed course and subject design, consistent with TEQSA requirements
   - Course specification according to expertise and understood market demands

2. Compliance and record keeping
   - Responsible for ensuring units allocated to them are taught and assessed in accordance with the curriculum accredited by TEQSA
   - Maintain relevant unit assessment guides and all relevant documentation
   - Maintain and update the following records on a regular basis:
     - Assessment guides for units in which they teach
     - Regular evaluation of Learning and Assessment and consequent reports to the Board of Studies or delegate
     - Continuous Improvement Process record keeping
     - Ensure Student feedback is administered for every term
     - Collate staff feedback and submit to Board of Studies or delegate
     - Student counselling
     - Staff Induction
     - Records of Student Academic Progress Monitoring forms
     - Records of personal research, professional development and other scholarly activity
     - To participate in the administration of the programs and other activities as requested.

2. Teaching and Learning
   - Design, develop and deliver high quality learning and assessment that is consistent with the accredited curriculum and with vendor certification and standards
   - Recommend on the further development of curriculum as a result of evaluation
   - Engage with colleagues in a reflective culture that values the scholarship of teaching and learning
   - To participate in seminars aimed at sharing teaching and learning expertise and research outcomes and building collaboration across the Institute
3. Students

- Assist in the timely and effective induction of all new students
- Participate in the provision of support and assistance for all learning and assessment related student matters
- Maintain student records
- To provide pastoral care and support to students

4. Staff management

- Manage the overall work flow within unit(s) so that teaching and assessment occurs in an efficient and effective manner
- Provide clear and timely direction, advice and appropriate professional and scholarly development for any staff reporting to this position
- Participate in the selection for appointment appropriate new teaching personnel and the effective induction program for each
- Ensure and subordinate teaching personnel mark all individual student assessments and submit results
- Submit assessment results in a timely manner

5. Scholarly and Industry Engagement

- Maintain an effective engagement with a relevant professional body and with industry personnel
- Maintain a research interest and an appropriate level of scholarly engagement.
KEY SELECTION CRITERIA:

1. Primary Skills
   - Demonstrated teaching skills and enthusiasm for educating international students in higher education
   - Highly developed interpersonal communication skills and the ability to engage students and ensure the delivery of high quality education programs
   - Experience in curriculum development, course delivery and assessment in the field of business
   - A record of research and scholarly engagement in business
   - Capacity for making fair, consistent and equitable decisions

2. Knowledge
   - Understanding of higher education and knowledge of the ESOS legislation
   - Proven administrative and organisational skills
   - Clear understanding of the perspectives and aspirations of students and staff
   - Awareness of and respect for foreign cultures

3. Experience
   - Substantial experience within higher education and business
   - Demonstrated ability to work in a team environment
   - Experience in dealing with international students

4. Other attributes
   - Belief in the primary importance of education to human endeavour
   - Commitment to achieving shared goals
   - Commitment to scholarship

OTHER JOB RELATED INFORMATION:

1. Qualifications required
   
   Minimum
   - PhD or substantial progress to a PhD

   Preferred
   - A teaching qualification

2. Experience required
   - Minimum five years higher education experience
   - Industry experience
   - Experience as a researcher