LECTURER

SCHOOL/UNIT        School of Arts and Social Sciences
SPECIALISATION      Public Relations
CLASSIFICATION      Level B
WORK LOCATION       Malaysia campus

ORGANISATIONAL CONTEXT

Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

Monash University Malaysia is jointly owned by Monash University and the Jeffrey Cheah Foundation.

For further information see: www.monash.edu.my.

The School of Social Sciences

The School of Arts and Social Sciences, established in May 2008, is one of the premier research and teaching schools of Arts and Social Sciences in Malaysia and Asia. The School offers studies at diploma, undergraduate, honours and postgraduate degree levels through coursework and research. There are three undergraduate degree programs namely Bachelor of Arts and Social Sciences; and Bachelor of Communication and Media Studies; and Bachelor of Arts (Honours). In addition, the School offers a coursework Master in Communications and Media Studies as well as Master and Doctoral degrees by research. The School is also responsible for the Diploma of Higher Education Studies (DHES), an alternative pathway into selected undergraduate degrees at Monash University Malaysia.
Academic staff within the School specialise in various disciplines in the Humanities and Social Sciences such as Anthropology, Communication and Media Studies, Education, Film and Television Studies, Gender Studies, Geography, History, International Relations, International Political Economy, Literary Studies, Political Science, and Religious Studies. These disciplinary strengths underpin both the education (teaching) focus of the School as well as its research. The School has built a reputation around its core research strength on “Social Transformation in Southeast Asia”, with research activity taking place within four broad clusters: Communication, Media and Policy; Culture, Religion and Gender; Literature, Cinema and Society; and Politics, Development and Governance.

For further information: www.sass.monash.edu.my.

POSITION PURPOSE

A Level B academic in Public Relations is expected to make contributions to the overall teaching effort of the University and to carry out activities to maintain and develop the incumbent’s scholarly, research and/or professional activities relevant to the profession or discipline.

The appointee is expected to contribute to ongoing curriculum development, supervise Honours and postgraduate students, and conduct and produce high quality research in Public Relations and/or cognate fields. Experience in developing a practical, industry-relevant curriculum in Public Relations and in coordinating large-scale undergraduate programs is highly desirable. Evidence of successful grant applications with publication outcomes and/or collaborative/multi-disciplinary research will be an added advantage. The appointee ideally would have a research focus broadly compatible with the research strength of the school on Southeast Asia.

Reporting Line: The position reports to the Head of School

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

Specific duties required of a Level B academic may include:

1. The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions

2. Initiation and development of subject material

3. Acting as subject or course coordinators; the preparation and delivery of lectures and seminars

4. Supervision of the program of study of honours students or of postgraduate students engaged in course work

5. Supervision of major honours or postgraduate research projects

6. The conduct of research

7. Involvement in professional activity

8. Development of course material with appropriate advice from and support of more senior staff

9. Marking and assessment

10. Consultation with students

11. A range of administrative functions the majority of which are connected with the subjects in which the academic teaches

12. Attendance at departmental, school and/or faculty meetings and/or membership of a number of committees’ including roles in planning or committee work
KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - A PhD or equivalent in the relevant discipline or closely related area

Knowledge and Skills
2. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
3. Demonstrated capacity to develop a solid track record of refereed research publications
4. Ability to work positively and cooperatively with students, internal and external teams and external organisations
5. Demonstrated strong record of teaching experience in a tertiary environment
6. Demonstrated ability to motivate, actively engage and educate a given audience
7. Demonstrated experience in curriculum and subject material development, including the capacity to build practical and industry-relevant components into the curriculum
8. Proven ability, commitment and passion for engaging in scholarly and research activities
9. A demonstrated capacity to work in a collegiate manner with other staff in the workplace

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE
Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.