Position description

Assistant Lecturer in Medieval History

Position number	50059874
Department/Unit	History School of Philosophical, Historical and International Studies
Faculty/Division	Faculty of Arts
Classification (Salary rates)	Level A
Employment type	Full-time, fixed term (3 years)
Work location	Clayton campus
Date document created or updated	03/12/2012

Position purpose

This is a three year fixed term position, available from July 2013, replacing a continuing staff member who has been awarded an ARC DECRA. The area of expertise sought for this position lies in medieval history. The position requires an ability to contribute to teaching in medieval history and related thematic units. The successful applicant will also be expected to undertake supervision of research students; engage in original and innovative research; and apply for research grants including Australian Research Council early career award grants.

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has approximately 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and approximately 7,400 full time equivalent staff. Approximately 3,500 of these staff members are academic staff. The University's strategic direction is set out in the publication *Monash Directions 2025*, which can be accessed at http://www.monash.edu.au/about/monash-directions.

Monash's **Faculty of Arts** is one of the largest of the ten faculties at Monash University and is also one of the largest, most diverse and dynamic arts faculties in Australia. It delivers programs at six campuses: Clayton, Caulfield, Berwick, Gippsland, Malaysia and South Africa. Many of the Faculty's courses are available through distance education over the Internet. Monash Arts has strengths in the humanities, performing arts, languages and social sciences. It encourages research and teaching at the intersection of traditional academic disciplines. Faculty offerings include the full range of the old and new humanities from the classics to communications and media studies. Qualifications offered include undergraduate diplomas and degrees, faculty certificates, graduate diplomas, postgraduate coursework degrees and research degrees. The Faculty has approximately 5700 students and 500 staff. Its annual revenue exceeds $100 million.

School of Philosophical, Historical and International Studies

The School undertakes teaching and research and includes: the Philosophy Program; the Centre for Human Bioethics; the History Program; the Centre for Medieval and Renaissance Studies; the Centre for Archaeology and Ancient History; the Centre for Studies in Religion and Theology; and the Australian Centre for the Study of Jewish Civilisation. The School is one of seven Schools in the Faculty of Arts. The School has administrative responsibility for the Bachelor of Arts (Global) and the faculty major in International Studies. The School currently has a full-time equivalent of 43 teaching and research staff and between 20 and 30 sessional staff. There are approximately 125 enrolled Higher Degree students in the School. The School teaches on three Victorian campuses and offers programs in Italy, Malaysia and South Africa as well as a distance education programme via flexible learning. The Centre for Medieval and Renaissance Studies, a Faculty Centre located within the History Program, was established in late 2011 to reflect and enhance the strength of this area of research and teaching (see http://artsonline.monash.edu.au/medieval-renaissance-centre/). The Centre acts as the hub of the Prato Consortium for Medieval and Renaissance Studies and enjoys a close relationship with the University's Prato Centre (see http://monash.it/en/home).

The History Program

The History Program has an outstanding track record in competitive research grants, publications and awards for historical research. It prides itself on excellent teaching at all levels and a strong identity as a supportive community of historians (see http://www.arts.monash.edu.au/history/). The Program wishes to appoint a fixed term replacement for Dr Clare Monagle, who has been awarded an Australian Research Council DECRA research fellowship. The successful candidate will have a capacity to contribute to teaching in medieval history and related thematic units.

Key result areas and responsibility

A Level A academic is expected to make contributions to the teaching effort of the School and the University and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline. The position will be based at the Clayton campus in Melbourne, but will involve some teaching at the Caulfield campus, also in Melbourne.

Specific duties required of a Level A academic include:

Teaching

- The preparation and delivery of lecturers, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours students
- Involvement in professional activity
- Design, maintenance and utilisation of web-based teaching and administrative resources (Moodle), including training and coordination of sessional tutors.
- Curriculum development, assessment design and implementation at undergraduate level.

Research

- Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
- Participate actively in and contribute to the collaborative research culture of the school, particularly through the Centre for Medieval and Renaissance Studies.

Administration

- A range of administrative functions, the majority of which are connected with the units/courses in which the academic teaches
- Participation in School and university consultative processes and procedures including School and faculty/university meetings and committees is expected.
- Handling student enrolment inquiries, enrolment approvals and general community inquiries.
- Preparation and submission of results and responding to questions from board of examiners.

Key Selection Criteria

Essential

1. A PhD qualification or near completion;

2. Expertise in Medieval History;

3. Evidence of outstanding research potential—established research publication record with a demonstrated capacity and enthusiasm to independently undertake and publish research and to generate external funding for research;

4. High quality teaching experience at tertiary level, especially at first year level, and a capacity to help students make the transition from secondary school studies to university study;

5. Ability to work as part of a team—demonstrated high level interpersonal skills with a willingness and capacity to contribute to the collegial activities of the Faculty and to work collaboratively towards the enhancement of the Faculty environment for all staff and students;

6. Good organisational and administrative skills—high level of oral, written, IT and administrative/organisational skills;

7. Capacity to travel to other campuses including the Caulfield campus, also in Melbourne.

8. The successful applicant may also wish to avail themselves of teaching opportunities and research collaboration in Italy through the Centre for Medieval and Renaissance Studies and the Monash University Prato Centre.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships