

**Position Description****Teaching and Research - Lecturer**

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**Position No:** Insert existing number if unchanged / NEW

**Department:** Languages and Linguistics

**School:** Humanities and Social Sciences

**Campus/Location:** Bundoora

**Classification:** LEVEL B - Lecturer

**Employment Type:** Full-time/ Continuing

**Position Supervisor:  
Number:**

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

College of – <http://latrobe.edu.au/>

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**For enquiries only contact:**

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## Position Description

### Level B – Lecturer

A Level B teaching and research academic is expected to develop curriculum, teach and undertake research or other scholarly work relevant to the development of their discipline or professional field.

### Position Context

The Department of Languages and Linguistics in the School of Humanities and Social Sciences is seeking to appoint a lecturer in Japanese Studies. The appointee will teach undergraduate subjects in Japanese language and in Asian Studies, drawing on his or her specialist discipline; and contribute to postgraduate supervision and research activities of the School.

The Department of Languages and Linguistics includes Asian Studies (Japanese, Chinese, Hindi, Asian Studies), European Studies (French, Spanish, Italian, Modern Greek, Classical Studies) and Linguistics; covering a rich diversity of disciplines that fosters a deep engagement with society and culture. The Japanese Studies program has the largest student enrolment amongst the language programs within the Department. The University is strongly committed to maintaining and developing its Asia-related teaching and research capacity.

### Duties:

- Develop, teach and coordinate subjects at undergraduate, honours and postgraduate levels (Japanese and non-language Asian Studies).
- Initiate and develop new subjects in areas of expertise and contribute to continuing design and review of the teaching program, as appropriate.
- Participate in subject and course level curriculum review and development, while keeping abreast of innovations in teaching and learning in areas such as online and blended delivery, and incorporate where appropriate.
- Supervise honours or postgraduate research students.
  
- Maintain a research profile compatible with the School's research program, by publishing high quality research as a member of a team or independently, and by obtaining necessary research funding from external funding sources.
- Contribute to a robust and ambitious research culture in the School through active participation in research seminars and conferences, and involvement in projects aimed at attracting external competitive research funding.
  
- Perform allocated administrative functions effectively and efficiently.
- Contribute to building relationships at local and national level, in promoting Japanese language and Asian Studies.
- Undertake other duties commensurate with the classification and scope of the position as required by the Head of Department or Head of School.

### Key Selection Criteria

#### ESSENTIAL:

- PhD in a relevant field of Japanese Studies.

- Native or near-native proficiency in Japanese and English. For non-native speakers, a minimum of JLTP N1 or equivalent.
- Demonstrated experience in developing and teaching Japanese language at all levels (from beginners to advanced), including innovative digital teaching and assessment.
- Demonstrated experience and commitment to teaching in Japanese Studies and Asian Studies in English.
- Demonstrated ability to supervise, or co-supervise, honours and postgraduate students.
- An excellent research record relative to opportunity, as demonstrated by high quality publications and a capacity to attract competitive research funding and build partnerships with external organisations.
- High level organisational skills with the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision.
- High level oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
- Demonstrated ability to work collaboratively and productively with staff and students from a diverse range of backgrounds.
- Evidence of the ability to work as a member of a team in a co-operative and collegial manner.

**DESIRABLE:**

- Experience in the preparation of research proposal submissions to external funding bodies and evidence of success in securing research funding.
- Graduate Certificate in Higher Education or similar evidence of professional preparation for HE teaching

**Other relevant information:**

- The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected***: We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative***: We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable***: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care***: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:            Date: