POSITION DESCRIPTION

Position Title: Research Assistant in Business Semiotics HEW 5.01
Organisation Unit: UQ Business School
Type of Employment: Casual

THE UNIVERSITY OF QUEENSLAND

The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university: this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six faculties and eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

Organisational Environment

The UQ Business School is located on the St Lucia campus with a staff of approximately 158 academic staff; 120 equivalent tutors and 73 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.
The School has seven main areas of academic strength represented by discipline clusters – accounting and accountability; business information systems; finance; management; marketing; strategy; and tourism with an associate professor reporting to the Head of School leading each cluster. Currently, the School has over 8,390 students enrolled in its programs: 6,201 at undergraduate level; 2,035 at postgraduate coursework level; and around 160 in research higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s mission is to achieve national and international recognition as being among the best research intensive business schools in the Asia-Pacific region. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School also carries UNWTO accreditation and is the only School in Australia to hold such accreditation. The School enjoys strong research links with leading international research schools.

The UQ Business School has established a strong record of innovation and commercialisation teaching and research. Innovation and technology leadership, the commercialisation of university research, business strategy and business model innovation through growth and capability development, are major themes in undergraduate, postgraduate, and executive education teaching as well as major research themes. The School also works closely with UniQuest, ilab and other organisations that support the successful commercialisation of university research. More recently we have been putting effort into further developing our entrepreneurship offerings at both undergraduate and postgraduate levels. Research performance is very strong in the Strategy Cluster, and they have created a supportive research environment within a well-resourced school.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.bel.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

**DUTY STATEMENT**

**Primary Purpose of Position**

The successful applicant will assist in a semiotics research project at the Business School. In the role of a Research Assistant, you are expected to assist the researcher with data collection and management, as well as data analysis.

**Duties**

Duties and responsibilities include, but are not limited to:

**Research**

- Collect and manage online data of fashion brands as required.
- Review relevant literature in fashion and museum studies.
- Carry out analytical procedures in semiotics as specified by the researcher.
- Assist with results dissemination at conferences if required.
Administration

- Monitor and respond promptly to emails from Academic and Administration staff.
- Attend meetings on the research project as required.

Induction and Training

- You must make yourself available to training at the direction of your supervisor.
- Complete the UQ Annual Fire Safety and General Workplace Safety Induction online training modules.
- Complete the UQ Academic Integrity Tutorial online training module.

Other

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

- the University's Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Academic Supervisor and Cluster Leader as appropriate.

SELECTION CRITERIA

- Must have a minimum qualification of an undergraduate degree in linguistics, semiotics, or a relevant area.
- Knowledge of and qualification in business is desirable.
- A broad understanding of the fashion and design industry, particularly in fashion goods and accessories.
- Applicants with knowledge in Systemic Functional Linguistics would be highly regarded.
- A high level of interpersonal, written, and oral communication skills.
- Ability to prioritise own workload, work independently and meet deadlines.
- Ability to work collaboratively with the researcher.

The University of Queensland is committed to equity, diversity and inclusion.