POSITION DESCRIPTION

Position Title: Language Instructor
Organisation Unit: Institute of Modern Languages
Position Number: 3031152
Type of Employment: Casual
Classification: IML Tutor

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The IML–UQ, Queensland's leading language services provider since 1934 provides assessment, teaching and course development services for the Defence Force School of Languages (DFSL) in Melbourne. IML-UQ is a unit within the Faculty of Humanities and Social Sciences, The University of Qld and operates on a fee-for-service basis. More information can be obtained at the IML website at www.iml.uq.edu.au.

Information for Prospective Staff

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

DUTY STATEMENT

Primary Purpose of Position

To conduct a 2 week Intermediate Refresher course at Laverton, Melbourne, delivering all lessons, conducting and evaluating all assessments using DFSL course materials and test papers.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

- Deliver all lessons in Refresher course using DFSL course materials
- Conduct valid and reliable assessments of Speaking, Listening and Reading using DFSL evaluation forms and following DFSL Assessment procedures
- Mark test papers within 2 weeks of course completion
- Complete Assessment Forms providing clear and valid explanations
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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

Organisational Relationships

The position reports to the Director of IML.

SELECTION CRITERIA

Essential

- Willingness to undertake 2 to 3 day paid Assessment Rater and Induction Training at DFSL, Laverton, Melbourne
- A high level of proficiency in LOTE
- High level of English language skills
- Language teaching experience, preferably with adults

Desirable

- A tertiary qualification in teaching
- Certificate IV in Training and Assessment
- Sound knowledge of the history, politics and society, and target language country of the LOTE

The University of Queensland values diversity and inclusion.