ACADEMIC ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Unit Co-convener</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY/OFFICE</td>
<td>Faculty of Medicine and Health Sciences</td>
</tr>
<tr>
<td>REPORTS TO</td>
<td>Unit Convenor</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Per Unit</td>
</tr>
</tbody>
</table>

POSITION PURPOSE
To co-convene MEDI205 Human Health and Disease Processes.

RESPONSIBILITIES

- Support the Unit Convenor with the preparation of the Unit outline including learning outcomes, assessment, references, etc.
- Support the Unit Convenor with the preparation of lecture and tutorial materials.
- Upload and maintain teaching materials on iLearn.
- Support the Unit Convenor with assessments including rubric development.
- Co-teach the content for the unit.
- Moderate online discussions and activities.
- Be responsible for lecture and tutorial classes to engage students in the learning process.
- Mark assessments undertaken by students and provide constructive feedback (examples of assessment tasks for marking include: multiple choice tests, group tutorial projects, essays, presentations, etc.).
- Provide student consultation.
- Participate in the ongoing development and review of the unit.
- Participate in Faculty, Department and/or unit based meetings, induction and/or training.
- Attend to administration matters pertaining to the Unit, as required.

SELECTION CRITERIA

Essential

- Tertiary qualifications in a relevant discipline (at a level consistent with the role being applied for) and experience as a healthcare professional and/or medical/scientific researcher.
- Sound understanding of relevant unit subject content as demonstrated by academic achievement in one or more areas: immunology, cancer cell biology, microbiology.
- Demonstrated teaching experience at a tertiary level or comparable industry experience e.g. delivering seminars, workshops and/or small group facilitation.
- Ability to use new technologies in the design and delivery of educational programs, and an openness to innovative curriculum design and development.
- Ability to work independently and collaboratively with others.
- Demonstrated strong interpersonal skills and the ability to communicate effectively with students.
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Desirable:
• Doctoral qualification in a relevant discipline.
• Completion of FILT or other equivalent teaching qualification.
• Ability to articulate a teaching philosophy.