THE ROLE

The role will encompass teaching, associated duties and non-teaching responsibilities, including related administration.

Depending on discipline area, staff may be required to teach across both Foundation and Diploma units in their field of expertise.

College classes are timetabled between 8 am and 9 pm and work times will be agreed to in accordance with class schedules. Weekly teaching hours may vary from term to term and in some cases week to week depending on offerings and operational requirements. There will be periods (weeks or entire terms) where staff will not undertake any teaching but solely engage in related duties such as administration and contribute to the development and improvement of curriculum and resources under the guidance of Senior Teachers and Program Managers.

A full-time appointment will require a 70 hours per fortnight commitment. Full time staff will teach up to 20 hours per week on Foundation units, 16 hours per week on Diploma units or a combination (pro rata for part-time). The balance of time will be allocated to associated duties, non-teaching responsibilities and related administration and student consultation. Staff will be expected to be on campus during agreed working hours.

Full-time and part-time Teachers appointed at FTE 0.8 or above must obtain the University's written consent prior to being engaged in any activity outside the University, which has a monetary value.

DUTIES

Duties will include but not be limited to:

- Preparation and delivery of lessons
- Development of teaching and learning materials and resources.
- Consultation with students and provision of academic advice & support
- Monitoring of student progress; identification and follow-up of students at risk
- Preparation, administration, supervision and marking of assessments and participation in assessments validation.
- Communication and coordination with other teaching staff in consultation with Senior Teachers and Program Managers.
- Administration associated with the running of units such as preparation of unit guides, unit materials, prescribed resources and iLearn spaces.
- Contribution to ongoing curriculum development and improvement of delivery of College programs.
- Participation in meetings and collaboration with other College and University staff and stakeholders.
- Preparation of results and moderation
- Other tasks related to delivery of units and daily operations of the College.

Employment will be covered by the Macquarie University Teaching Staff Greenfields Agreement.

SELECTION PROCESS

Recruitment and selection processes will be based on the selection criteria outlined in the advertisement. Short listed candidates will be asked to attend an interview. Selection will be merit based but candidate availability and preference for type of contract and amount of engagement will be taken into consideration to identify an ideal mix of staff to best meet the current to medium term operational requirements of the College.