MUIC FIXED TERM TEACHER - Finance and Accounting Fixed Term Teacher

Employment and conditions are covered by the Macquarie University Teaching Staff Greenfields Agreement.

Teacher means a teaching staff member appointed to perform teaching and associated duties, including but not limited to teaching delivery, preparation, consultation, supervision of students, assessment and administration. They contribute to the development and improvement of curriculum and resources and to College activities.

Teaching Staff Member means a person who is employed by the University to teach in the MUIC Foundation or Diploma programs.

Fixed term teaching staff are employed on a contract for a stipulated duration.

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 8:30 am and 8:30 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:

• Prepare and deliver lessons at Foundation and Diploma level
• Contribute to ongoing curriculum development and improvement of Foundation and Diploma program units
• Develop teaching and learning resources incorporating activities that scaffold student development of academic and digital literacies
• Update on line content
• Deliver individual and group support for students via drop-in and booked consultations and workshops
• Coordinate other teaching staff in consultation with Senior Teachers and Program Managers
• Support teacher professional development
• Prioritise tasks as required to meet tight deadlines
• Stay up-to-date with the field, resources and trends in academic literacies support and transition pedagogy
• Comply with relevant EEO and WHS regulations
• Perform any other administrative duties as required and appropriate for this classification (e.g. results finalisation, collation of assessment related paperwork at the end of term)