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POSITION DESCRIPTION

Associate Lecturer Education Focused

Position Level	Level A
Faculty/Division	Business
Position Number	<i>ADMIN ONLY</i>
Original Document creation	08/09/ 2021

Position Summary

UNSW's Education Focussed roles (EF) enable academics to specialise in education, devoting their time to delivering high-quality teaching and pursuing initiatives to enhance the educational experience of our students. Those who are appointed to this prestigious specialism will be expected to successfully drive educational excellence within the university's teaching and learning communities.

The role of Associate Lecturer reports to the Head of School and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Demonstrate a well-defined teaching philosophy that inspires student learning
- Conduct classes, assess student learning achievements and support students in line with UNSW policy and with guidance of more senior academics
- Design and develop learning activities and resources, and assessment and feedback using a range of appropriate approaches and learning environments with the support of more senior academics
- Contribute to the development of experimental approaches to teaching and learning led by more senior academics

- Support learning progression with students as individuals (through such activities as one-to-one consultation) and as a cohort (through general course related advice) to achieve positive learning and employability outcomes for students
- Manage course administration, including academic quality assurance
- Maintain professional development in pedagogy, disciplinary knowledge and minimum professional accreditation requirements (where relevant)
- Make a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)

Skills and Experience

- A Master or PhD degree in Economics or a related discipline, and/or relevant work experience
- Actively stays up to date with discipline knowledge and developments
- Demonstrated experience in and passion for teaching and learning design, development and/or delivery at undergraduate and/or postgraduate level
- Knowledge of educational technologies and online delivery methods
- A strong commitment to work-integrated learning (desirable)
- Experience engaging students and fostering independent learning through meaningful assessment and helpful feedback.
- Evidence of and/or preparedness to undertake professional development of teaching practice
- Evidence of highly developed interpersonal skills
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity diversity and inclusion initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-Employment Checks Required for this Position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.