POSITION DESCRIPTION

Associate Lecturer - IFY
(Associate Course Coordinator)

Position Summary
The Associate Lecturer/Head Tutor (Integrated First Year - IFY) is an Education-Focussed role expected to make outstanding contributions to teaching in the Business School. The role of a Head Tutor reports to the Academic Lead - IFY with a dotted line to the relevant Course Convenor/Coordinator and has 0 direct reports. The Head Tutor, in collaboration with the Course Coordinator (CC), creates the framework to enable and mentor a whole team of tutors leading to education quality and a consistently positive student experience. The newly designed innovative BCom is the Business School’s flagship program with a large student cohort and the integrated first year begins their degree by exploring different business fields and how they work together.

* EDD – Education Design and Digital Development, EDS = Education Development and Support

Accountabilities
Specific accountabilities for this role include:

- Partner with IFY Lead and CC to create a development plan for tutors and authentically demonstrate commitment to professional development.

- Ensure thorough onboarding and preparation of tutors to deliver a quality education experience; establish a "buddy system" and a thriving Community of Practice of Head Tutors across all IFY courses.

- Actively coordinate course meetings when required with the CC and all tutors.
- Participate in the recruitment, selection of tutors/ sessional staff together with the wider operational support such as SAST and HR.
- Act as the channel for communication between CC and tutors ensuring consistency of material delivery and between tutorials by reviewing the tutorial handouts/guides.
- Teach 1-2 tutorial streams per term (ideally at least 2 terms per year) and be across all lecture content, including rubric design and an amount of marking / grade moderation.
- Demonstrate and promote the Business School values of innovation, excellence, positive impact, respect, collegiality and integrity.
- Lead the continuous improvement of course content, particularly its currency, relevance, assessment, and feedback to students.
- Work collaboratively with the EDD team, teaching team and course coordinator to develop an ongoing course improvement plan based on student feedback and teaching insights.
- Work in partnership with course coordinator term by term to create continuity in the program.
- Troubleshoot and triage problems/inquiries from the teaching team to the relevant department (e.g. EDD, EDS, operations etc.) and report the progress of solutions.
- Flag academic integrity matters with the CC, relevant SSIOS, and the UNSW Conduct and Integrity Office.
- Work with CC on term planning (number of tutorials, allocation of teaching team to classes etc).
- Develop the marking rubric, calibrating the markers responses by collectively grading a couple of papers.
- Respond to student queries about the course on discussion boards and shared course mailbox.
- Weekly consolidation of student and tutor questions and provide to CC so these can be addressed in summation or forums for lecturer presence.
- Monitor the progress of students, provide consultation to students, mark assignments, provide collective feedback on assessments through Moodle and other relevant platforms such as Inspera.
- Support CC and relevant lecturer with expertise in the marking process for assessments, including marking moderation, finalisation and release of in-session assessment results.
- Assist with student and administrative matters related to the course, e.g. preparation of class lists; assigning groups; assessment preparation; student codes of conduct (e.g. collating plagiarism information); consolidation of equitable learning plans, late submissions and special consideration.
- Align efforts with the Business School and wider University strategy (PVCESE).
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- 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.
Skills and Experience

- An undergraduate and postgraduate degree in a related discipline with professional experience or further study
- Passionate about improving the effectiveness, quality and relevance of the student learning experience, and about pedagogically-driven use of technology to innovate learning and teaching practices
- Motivated to work collaboratively with a large group of staff and disparate perspectives across disciplines
- An ability to integrate curricular and co-curricular components of the IFY
- Display proactivity, conscientiousness, collaboration, ability to work as a team, and be accountable
- Previous experience as a tutor / facilitator
- Demonstrated ability for teaching at undergraduate level
- Highly developed interpersonal skills with the ability to work with staff and students from diverse backgrounds
- Excellent verbal and written communication skills
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training
- Raise the issue with appropriate supervisor of potential difficult conversations regarding performance management issues in the teaching delivery teams
- 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.