



# Teaching Associate

<b>Department/Unit</b>	Department of Econometrics and Business Statistics
<b>Faculty/Division</b>	Faculty of Business and Economics Monash Business School
<b>Classification</b>	Sessional
<b>Work location</b>	Caulfield or Clayton campus
<b>Date document created or updated</b>	6 November 2017

## Organisational context

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://www.monash.edu)

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student numbers exceed 17,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, health economics, development economics, financial studies, global business and retail studies.

To learn more about the Monash Business School, please visit our [website](#).

The **Department of Econometrics and Business Statistics** is recognised worldwide for the quality of its research and teaching and has been designated by Monash as an area of outstanding strength, 'demonstrably pre-eminent relative to other Australian universities and competitive with the strongest international equivalents'. In the Excellence in Research for Australia assessment conducted by the Australian Research Council in 2015, Monash University received a rank of 5, which is the highest possible rank, in Econometrics and Statistics. In the top 10% of institutions in the field of Econometrics ranked by IDEAS (a Research Papers in Economics service maintained by the Federal Reserve Bank of St. Louis, USA) the Department appears among the best institutions in the world. We provide the quantitative training in the Bachelor of Business, the Bachelor of Commerce, as well as several Masters by Coursework programs and we offer a comprehensive curriculum at the undergraduate and postgraduate levels in econometrics, business statistics, financial econometrics and actuarial studies. Many of our senior staff are editors and associate editors of reputable academic journals in econometrics

and statistics and we enjoy significant success in gaining grants and contract research. For more information about our Department and the work we do, [please visit our website](#).

## **Position purpose**

The Teaching Associate academic role is to assist Unit Coordinators/Chief Examiners in the teaching and assessment of Econometrics and Business Statistics subjects, and the delivery of teaching materials.

The Teaching Associate is expected to make contributions to the teaching effort of the University.

**Reporting Line:** The position reports to the Deputy Head of Department

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## **Key responsibilities**

Specific duties required of this position may include:

1. Supporting Academic Unit Co-ordinators/Chief Examiners
2. Delivery of workshops, tutorials, student consultation and assessment
3. Assisting with direction and supervision of practical laboratory sessions as required
4. Marking and delivery of assessment within subjects in which the Teaching Associate teaches and assisting in other units as directed
5. Contribution to course and team planning review processes through attendance at team meetings as required

## **Key selection criteria**

### **Education/Qualifications**

1. A Teaching Associate will possess at least an Honours or Masters degree in the broad disciplines of Econometrics and/or Business Statistics and/or have significant relevant industry experience

### **Knowledge and Skills**

2. Demonstrated ability to stimulate, actively engage and educate a given audience
3. Ability to work positively and cooperatively with students, internal and external teams and agencies
4. Demonstrated record of teaching experience in a tertiary environment
5. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
6. A demonstrated capacity to work in a collegiate manner with other staff in the workplace

## **Other job related information**

- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.