



Lecturer – Japanese Studies

Department/Unit	Faculty of Arts
Faculty/Division	School of Languages, Literatures, Cultures and Linguistics
Classification	Level B
Work location	Clayton campus
Date document created or updated	April 2018

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.

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via eight schools and across six campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <http://future.arts.monash.edu/>.

The position is located within the **School of Languages, Literatures, Cultures and Linguistics**, one of the largest Schools in the Faculty of Arts. Members conduct research in the disciplines of literary and cultural studies, linguistics and applied linguistics, history and the social sciences, as well as in several interdisciplinary fields. The School's Programs offer studies at undergraduate, honours and postgraduate levels. A variety of in-country programs and short courses are available to students. The School has a wide network of international connections, engages in international research projects, and is involved in collaborative teaching with partner universities abroad.

Japanese Studies has been taught at Monash University since 1966. The university has been instrumental in fostering Japanese literacy in Australia and advancing scholarship on Japanese language and culture internationally. The curricular programs in Japanese Studies offered at undergraduate and postgraduate levels are complemented by the Japanese Studies Centre, which promotes the study of Japanese language, society and culture across Victoria, Australia and internationally. The Centre has a high standing in the Japanese academic community and makes an important contribution to the furtherance of Australia-Japan relations, both through academic projects and broader contributions to Japan-related communities and industries in Australia.

Position Purpose

A Level B academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is expected to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

The Level B academic will contribute to teaching in the undergraduate and postgraduate programs of Japanese Studies, engage in curriculum development, pursue innovative teaching practices, particularly focussing on integrating Information and Communication Technologies, and maintain an active program of research.

Reporting Line: The position reports to the Head of School, through the relevant performance manager

Supervisory Responsibilities: This position may supervise Teaching Associates

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

Key Responsibilities

Specific duties required of a Level B academic may include:

1. Collaborate with other staff in course coordination, development of course materials and curriculum at all levels of the undergraduate Japanese language program
2. Develop teaching resources and innovations for the teaching of Japanese as a foreign language
3. Review and deliver lectures, tutorials, seminars, workshops, student field excursions or study tours, studio sessions/podcasts/webinars, all with a view to implementing strategies designed to improve outcomes for students
4. Coordinate Units (acting as a unit coordinator and offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required), or course modules and lead team-teaching activities with other staff (as appropriate to the discipline)
5. Foster and promote learning environments that are flexible, student-centred and accessible, utilising appropriate technology
6. Play an active role in education and pedagogy at the program, School, Faculty and University level
7. Support the development of excellence in education in line with the School, Faculty and University policy
8. Participate in the dissemination of best practice in language and discipline-specific pedagogical practices
9. Collaborate in the development of quality projects which explore, test, practice and communicate improved pedagogies and innovations in teaching/program delivery
10. Supervise Honours and postgraduate students
11. Undertake original research that will lead to publications in refereed journals or with high level academic or commercial publishers
12. Develop research projects that are suitable for external and government funding
13. Participate actively in and contribute to the collaborative research culture of the program and school
14. Participate in School and university consultative processes and procedures including school and faculty/university meetings and committees as expected

Key Selection Criteria

Essential Criteria

1. A PhD in a relevant area within Japanese Studies. Preference will be given to applicants with qualifications, expertise and demonstrated experience in areas that directly facilitate innovations in course development and delivery in the Japanese language program
2. Demonstrated record of teaching excellence and curriculum development in Japanese language education
3. Demonstrated expertise in aspects of teaching / learning Japanese as a foreign language, such as the development of technology-enhanced language learning environments, with demonstrated outcomes
4. Evidence of potential to make strong research contributions in a relevant area within Japanese Studies
5. Advanced computer literacy and demonstrated capacity to test, pilot, and integrate Information and Communication Technologies in language learning curriculum
6. Native or near-native command of written and spoken Japanese and English
7. Demonstrated high level of interpersonal skills and demonstrated ability to work independently and as part of a team in a collegiate manner
8. Excellent planning and organisational skills, including the ability to prioritise multiple tasks and meet deadlines
9. Experience in the higher education sector and knowledge of the structure and operations of a university learning, teaching and research faculty/school/department

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.