



Position description

Assistant Lecturer (Coordinator - Graduate Diploma in Psychology Advanced)

Department/Unit	School of Psychological Sciences
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	Level A
Work location	Clayton
Date document created or updated	23 November 2016

Organisational context

Monash University is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation.

For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.monash.edu/medicine

The **School of Biomedical Sciences and Monash Biomedicine Discovery Institute** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Medical Imaging and Radiation, Microbiology, Pharmacology and Physiology comprise over 100 research groups and deliver discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

All research staff in the School are also a member of the **Monash Biomedicine Discovery Institute (BDI)**. The BDI comprises six inter-disciplinary health-focused research Programs, each led by a research leader in the field. The BDI Programs include, Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolic Disease and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research.

The School and BDI comprise over 100 research teams that publish over 700 papers in international journals every year. Annual research income is over \$50 million, the vast majority of which comes from the NHMRC and ARC. For more information about the School of Biological Sciences, please visit our website at www.monash.edu/discovery-institute and www.med.monash.edu.au/sobs/.

The School of Psychological Sciences is a unique school in Australia; which harnesses Monash's strong, integrated network of platform technology in biomedical imaging and experimental neuropsychology, as well as key strengths in culture, health and mental illness, to provide a greater understanding of the mechanisms of action involved in disorder, its trajectory across the lifespan, and novel treatment approaches. The School has some 74 staff and a student body in excess of 1300 EFTSL. The School has academic sites at Clayton, Caulfield, Malaysia, and South Africa. The School offers an accredited psychology undergraduate program and delivers research training in the form of PhD and DPsych, alongside an innovative postgraduate psychology program.

Further details may be found at: <http://www.med.monash.edu.au/psych/>

Position purpose

Level A academics are expected to make a solid contribution to teaching and learning within their school or faculty and to inspire and motivate students to learn through effective communication. Level A academics should have a sound grasp of their subject matter and the development of assessment tasks and activities that foster intellectual independence.

As a Level A academic staff member (Graduate Diploma in Psychology Advanced), specific duties are assigned in line with the University's categories of employment for academic staff.

- **Reporting line:** The position reports to the Course Convenor, Graduate Diploma of Psychology (Advanced)
- **Supervisory responsibilities** Nil
- **Financial delegation and/or budget responsibilities** Nil

Key result areas and responsibility

Specific duties

Specific duties required of a Level A academic staff member:

1. Assist academic and professional staff with compilation and checking of marks
2. Assist academic staff with the preparation of unit materials (e.g., Unit Guide, Instructor Guides, Marking Guides, etc.)
3. Ensure materials meet requirements of University and Faculty policies (e.g., Unit Guide follows University template, appropriate evaluations are in place, etc.)
4. Ensure that all materials and resources necessary for teaching the unit are provided in a timely and effective manner, including management of reading material, software and multimedia, along with curation of links to external materials
5. Translate unit material and resources into the Moodle learning management system
6. Revise the implementation and content of the online program (including development of new resources in liaison with Unit Coordinators)
7. Revise, implement and monitor online resources (e.g., Moodle quizzes, gradebook, online discussion forums, LabArchives, etc.)
8. Assist professional staff with distribution, return, standardization and queries relating to marking/re-marking of assignments
9. Provide administrative support to the Coordinator in the selection and appointment of sessional staff (instructors)
10. Liaise with sessional staff and provide assistance with teaching and assessment related tasks
11. Communicate regularly with staff teaching in the unit regarding updates on teaching materials, announcements, assessment requirements etc
12. Be first contact for student enquiries, referring to academic staff where appropriate
13. Monitor online discussion group and attend to routine administrative issues and queries regarding unit content
14. Occasional teaching and marking for the course
15. Take active involvement in research activities of the course

A Level A academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

Key selection criteria

1. A minimum Masters level qualification in Psychology, or equivalent (such as 2 years of PhD study, or significant teaching experience within the discipline)
2. Experience with online teaching and learning platforms, such as Moodle
3. High level interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
4. Excellent written and oral communication skills
5. Ability to work positively and cooperatively with students, internal and external teams and agencies
6. Demonstrated ability to stimulate, actively engage and educate a given audience
7. Exceptional administrative skills including management of databases and teaching materials
8. High level of experience serving in the role of Assistant Coordinator in an undergraduate psychology program

Other job related information

- Travel (eg. to other campuses of the University)
- Out of hours work (including evenings and weekends)
- 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.