



# Assistant Lecturer (Assistant Convenor, Coursework)

Department/Unit	School of Psychological Sciences
Faculty/Division	Medicine, Nursing and Health Sciences
Classification	Level A
Work location	Clayton Campus
Date document created or updated	October 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 **Faculty of Medicine, Nursing and 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 and medical imaging, nutrition and 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.med.monash.edu.au](http://www.med.monash.edu.au)

The **Monash School of Psychological Sciences** is ranked among the best in the world. Through excellence in teaching, research, and research training, our School's vision is to discover the neurobiological and psychological basis of cognition, emotive and mental disorders across the lifespan and to develop innovative evidence-based clinical programs to address the major societal challenges posed by these disorders. Our education programs provide students with a strong foundation across a range of interdisciplinary fields of psychology, neurology, molecular genetics, statistics, and computational neuroscience. For more information about us and the work we do, please visit <http://www.med.monash.edu.au/psych>

Housed within the School of Psychological Sciences, the **Monash Institute of Cognitive and Clinical Neurosciences (MICCN)** is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care, and research training in neuroscience. Since its establishment in 2015, MICCN has brought together internationally renowned neuroscientists to develop integrated models of human disease that cover traumatic brain injury, post-traumatic stress disorder, neurodegeneration, mental health and neurodevelopmental disorders. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific. To learn more, please visit <http://www.monash.edu/neuro-institut>

## 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 responsibilities

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**

### **Education/Qualifications**

1. A minimum Masters level qualification in Psychology, or equivalent (such as 2 years of PhD study, or significant teaching experience within the discipline)

### **Knowledge and Skills**

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 (e.g. to other campuses of the University) may be required.
- Additional and out of hours work (including evenings, weekends and public holidays) 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.