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| Description: ANU_LOGO_mono black_FA.jpg | **Position Description** |

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| **College/Division:** | College of Business and Economics |
| **Faculty/School/Centre:** | Research School of Management |
| **Department/Unit:** |  |
| **Position Title:** | Casual Sessional Academic |
| **Classification:** | Casual Sessional Lecturer or Tutor |
| **Position No:** |  |
| **Responsible to:** | Director, Research School of Management |
| **Number of positions that report to this role:** | none |
| **Delegation(s) Assigned:** | none |

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| **PURPOSE STATEMENT:**  Casual sessional academics work as part of a team responsible for the delivery of undergraduate and postgraduate coursework teaching programs for the Research School of Management. Casual sessional academics assist with delivery of lectures, seminars, tutorials and workshops and managing or assisting with assessment as required.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  The Research School of Management (RSM) is one of the four Research Schools within the ANU College of Business and Economics. Working closely with the RSM Deputy Director (Education), casual sessional lecturers and tutors have a significant teaching role in the School.  **Role Statement:**  Under the general direction of the Deputy Director (Education), a **Casual Sessional Lecturer** may:   1. Coordinate and administer all aspects of the delivery of a course, or courses, including:    1. Delivery of seminars/lectures to undergraduate and/or postgraduate students on a weekly basis.    2. Preparation and design of seminars/lectures and assessment    3. Development of the course site and materials on Wattle    4. Provision of email and face-to-face consultation with students    5. Marking and administration of assessment items including development of marking rubrics    6. Coordination and oversight of course tutors    7. Attendance at meetings regarding course related matters as required   2. Other duties as appropriate to the level of appointment.  Under the general direction of a course convenor, a **Casual Sessional Tutor** may:  1. Prepare and deliver tutorial classes to undergraduate and/or postgraduate students on a weekly basis   1. Be available for consultation with students outside of tutorials 2. Assist with tutorial administration and marking of assessment, 3. Other duties as appropriate to the level of appointment |

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| **SELECTION CRITERIA:**  **Criteria for Casual Sessional Lecturer:**   1. At least four years of tertiary study in a relevant discipline and/or equivalent professional qualifications and/or industry experience. 2. Demonstrated teaching, research or professional experience in one or more of the following disciplines:  * Business Information Systems * Entrepreneurship and Innovation * Human Resource Management * International Business * Leadership * Management * Marketing * Project Management  1. Evidence of high quality teaching including preparation and delivery of lectures, tutorials and assessment, as demonstrated by good oral and written English communication skills and teaching evaluations. 2. Ability to manage all aspects of course delivery and administration, following University and School governance frameworks including the ability to assist course tutors in their role. 3. Demonstrated ability to establish and maintain effective relationships with students and colleagues in an academic environment as well as key stakeholders. 4. Proven ability to work both independently and collaboratively as a member of a small team, establishing priorities and meeting deadlines. 5. A demonstrated understanding of WHS, equal opportunity principles and policies and a commitment to their application in a university context.   **Criteria for Casual Sessional Tutor:**   1. At least four years of tertiary study in a relevant discipline and/or equivalent professional qualifications and/or industry experience. 2. Demonstrated teaching, research or professional experience in one or more of the following disciplines:  * Business Information Systems * Entrepreneurship and Innovation * Human Resource Management * International Business * Leadership * Management * Marketing * Project Management  1. Demonstrated experience in administration and delivery of tutorials. 2. Demonstrated ability to establish and maintain effective relationships with students and colleagues in an academic environment as well as key stakeholders. 3. Proven ability to work both independently and collaboratively as a member of a small team, establishing priorities and meeting deadlines. 4. A demonstrated understanding of WHS, equal opportunity principles and policies and a commitment to their application in a university context. |