



POSITION DESCRIPTION

Department of Economics
Faculty of Business and Economics

Teaching Specialist - Economics

POSITION NO	0041385
CLASSIFICATION	Level A
SALARY	\$66,809 p.a. - \$90,657 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Continuing position
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/benefits
CURRENT OCCUPANT	None
HOW TO APPLY	Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name Professor David Dickson Tel +61 3 8344 5300 Email HoD-Economics@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

www.hr.unimelb.edu.au/careers
www.hr.unimelb.edu.au/careers/working-at-melb

Position Summary

The Economics Department has an opening for a Level A Teaching Specialist. The appointee will be responsible for coordinating economics, econometrics and quantitative subjects at the undergraduate level, undertaking lecturing and tutoring duties, assisting with curriculum development, and providing a rich learning experience for students. They are expected to demonstrate a commitment to teaching and learning.

1. Selection Criteria

ESSENTIAL

- 1.1.1 Postgraduate studies in Economics at the PhD level; ideally the successful candidate will have completed or be close to completing their PhD.
- 1.1.2 Tertiary level teaching experience.
- 1.1.3 Strong written, verbal and communication skills, and interpersonal skills.
- 1.1.4 A demonstrated concern for the welfare of students.
- 1.1.5 The ability to work effectively with staff and students and with minimal direct supervision.
- 1.1.6 Sound administrative skills and demonstrated computer literacy.

DESIRABLE

- 1.2.1 Experience in web-based systems for administering teaching and learning.

2. Key Responsibilities

A Teaching Specialist is expected to contribute to the teaching and learning activities of the Department.

Specific duties of a Teaching Specialist will be a function of the specialist area of the incumbent and will include the following:

- ▶ Selection, training, coordination and management of casual tutors, including their payments, and administration of tutorial programs.
- ▶ Prepare and teach subjects with guidance from more senior academic staff.
- ▶ Assist in the development and maintenance of contemporary course materials, and provide LMS support.
- ▶ Consultation with students.
- ▶ Manage the collation of assessment marks, and managing and monitoring the marking process (assignments and final exams) to ensure consistency in marking.
- ▶ Involvement in professional activities related to teaching.
- ▶ Contribute to departmental and/or faculty meetings and seminars.

- ▶ Broad department, faculty and university administrative functions related to subject coordination.
- ▶ Assistance with the preparation of teaching grant applications.
- ▶ Support the Department's teaching programs generally.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

3. Other Information

ORGANISATION UNIT

The Department of Economics is a leading department in Australia with a strong postgraduate program and an outstanding group of economists and econometricians, all of whom have high research profiles. The Department is one of the largest departments in the Faculty of Business and Economics. The Department is research active and performs teaching and research in the areas of economics, econometrics and actuarial studies. The Department provides high quality teaching at undergraduate and postgraduate levels and undertakes high quality research. The Department actively contributes to the community and maintains strong ties to business and government sectors. Located within the Department are:

- Centre for Actuarial Studies
- Trade and Development Research Unit
- Economic Theory Research Unit
- Econometrics Research Unit
- Macroeconomics Research Unit
- Households Research Unit
- Centre for Market Design

Information on the Department can be obtained from

<http://fbe.unimelb.edu.au/economics/>

BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has a number of student and academic support centres, including:

- The Commerce Student Centre (Undergraduates)
- Melbourne Business School (Postgraduate)
- Business and Economics Careers Centre
- The Centre for Excellence in Learning and Teaching
- Centre for Workplace Leadership

Administrative support to the Departments, Units and Centres is provided by six Professional Service Units:

- Finance
- Human Resources (including EHS)
- Research Support
- Marketing and Communications
- Advancement
- Quality Unit

Our Programs

There are around 6,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 37,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at hr.unimelb.edu.au/careers.

GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.