

# Position description

## Teaching Associate

<b>Department/Unit</b>	Department of Economics
<b>Faculty/Division</b>	Faculty of Business and Economics Monash Business School
<b>Classification</b>	Academic Teaching & Research Level A
<b>Work location</b>	Australian campuses (including Clayton, Caulfield, Berwick and Peninsula)
<b>Date document created or updated</b>	October 2016

### Organisational context

**Monash** 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](http://www.monash.edu)

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student number exceed 14,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies.

To learn more about the Monash Business School, please visit our website: [www.business.monash.edu](http://www.business.monash.edu)

The **Department of Economics** is one of the foundation departments of Monash University. With representation across seven campuses, we offer a range of undergraduate and postgraduate programs on and off-campus in Australia. The Department has a strong research profile and vibrant research culture, underpinned by our philosophy that a rapidly changing world requires adaptable analytical skills. We are one of Australia's leading economics departments and proudly provide specialist advice to government and private sector bodies in Australia and internationally. For more information about our Department, please visit our website [www.business.monash.edu/economics](http://www.business.monash.edu/economics)

### Position purpose

Teaching Associates are expected to make a contribution to the teaching effort of the University and to carry out activities to maintain and develop scholarly or professional activities relevant to the profession or discipline.

This role assists various Chief Examiners, the Department, and the Teaching Associates Coordinator in the teaching and assessment of Economics subjects.

**Reporting Line:** The position reports to the relevant Chief Examiner of the unit in which the Teaching Associate is engaged

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

A Teaching Associate works with the support, guidance and/or direction from the relevant Chief Examiner(s) and the Teaching Associates Coordinator.

Depending on qualifications and experience, the Teaching Associate's academic duties will include:

1. Preparation and delivery of tutorials
2. Production / adaptation of appropriate teaching materials (NB, preparation time is implicit in the calculations of Teaching Associate remuneration) with appropriate guidance from the Chief Examiner
3. Weekly in-person consultation with students and responding to email queries, as required
4. Marking and assessment
5. Contributing to unit and/or course and team planning review processes
6. Maintaining records (teaching and student related) as required
7. Working collaboratively with colleagues across the University
8. Referring student support and welfare issues to the Chief Examiner and Faculty
9. Participating in student reviews
10. Ensuring the security and confidentiality of teaching materials, including examination and student results
11. Comply with Monash University policy on Equity and Diversity to ensure that all students are treated with respect and dignity in an environment in which a diversity of backgrounds and experience is valued
12. Contributing to and participation in quality assurance initiatives
13. Any other duties which, from time to time, may reasonably be required

## Key selection criteria

1. Completed Honours degree in economics, or have equivalent qualifications, Master or PhD desirable
2. Possess a high-level of interpersonal skills and demonstrated ability to work both independently and as part of a team
3. Ability to work positively and cooperatively with students and staff
4. Demonstrated ability to stimulate, actively engage and educate
5. Capacity to develop and deliver unit material

## Other job related information

- Travel (e.g. to other campuses of the University) may be required
- Face-to-face classes are conducted on weekdays, evenings and on some weekends. After hours activities include marking and assisting with teaching preparation
- Sessional Teaching Associates are appointed for a period of up to 12 months, covering the academic year
- 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.