



Teaching Associate

Department/Unit	Department of Banking and Finance
Faculty/Division	Monash Business School
Classification	Sessional
Work location	Positions at all Australian campuses
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

Mission

Monash Business School engages in the highest quality research and education to have a positive impact on a changing world.

We pursue our mission by:

- Recruiting talented staff and students and providing them with a responsive, relevant and challenging intellectual environment that supports academic excellence
- Leveraging its scale, scope and international reach to conduct high quality research that extends the boundaries of knowledge
- Applying knowledge in a way that helps to address the theoretical and practical challenges that face communities around the world
- Delivering degree program that develop, enhance and reward critical and creative scholarship and global engagement
- Embracing a philosophy of continuous improvement driven by rigorous self-assessment and external benchmarking

Vision

Monash Business School will be recognized as one of the world's leading academies of scholarship in business, economics and related disciplines, with the standing of its flagship activities being verified by the most esteemed international arbiters of quality.

Values

Consistent with Monash University, Monash Business School upholds the values of human rights, social justice, and respect for diversity in individuals, communities and ideas. While pursuing its mission and vision, Monash Business School is committed to:

- Providing a collegiate and respectful environment for all staff and students
- Integrity, transparency and accountability in its internal governance
- Recognising and rewarding excellence in research, education and everything it does

- Upholding the principles for responsible management education and effective global citizenship
- Engaging collaboratively with all its local, national and international stakeholders

Department of Banking and Finance

The Department of Banking and Finance is committed to the advancement of knowledge and preparation of future business leaders, banking and finance professionals and academics through high quality research, teaching and learning. Our strong reputation is based on our high-quality, leading-edge programs, vibrant research culture and our strong links with professional bodies and the business community. For more information about the Department and the work we do, please visit our website: <http://www.monash.edu/business/banking-and-finance>.

Position purpose

Teaching Associates contribute to the teaching efforts of the department, faculty and university and play a key role in the development and delivery of education initiatives relevant to the profession or discipline.

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

Teaching Associates should bring the following personal qualities to their role:

1. Be confident and enthusiastic
2. Be prepared for classes
3. Be committed to supporting and implementing equity and diversity in the classroom
4. Support the aims and values of Monash University
5. Be able to work as a member of a team
6. Be able to motivate students with confidence
7. Be able to mark assignments and exams as agreed with the Chief Examiner of each unit taught

Teaching Associates will be able to demonstrate the capacity to:

1. Inspire and develop rapport with students
2. Work independently and collaboratively
3. Motivate students and encourage participation
4. Deliver effective education
5. Simplify complex subject material to assist students with achieving desired learning outcomes

Key responsibilities

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

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

1. The preparation and delivery lectures and tutorials, seminars and/or workshops
2. Ensuring the security and confidentiality of teaching, examination materials and student results
3. Production/adaptation of appropriate teaching materials (N.B. preparation time is implicit in the calculations of Teaching Associate remuneration) with appropriate guidance from the Chief Examiner
4. 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

5. Contributing to and participation in quality assurance initiatives, as appropriate
6. Contributing to unit and/or course and team planning review processes through attendance at team meetings
7. Maintaining records (teaching and student related) as required
8. Working collaboratively with colleagues across the department
9. Marking and assessment primarily connected with the units in which the Teaching Associate is engaged
10. Consultation with students

Key selection criteria

1. A Teaching Associate will have completed study in the relevant discipline, at least to Honours Level, or have equivalent industry experience
2. Possess a high-level of interpersonal skills and demonstrated ability to work independently and as part of a team
3. Ability to work positively and cooperatively with students
4. Demonstrated ability to stimulate, actively engage and educate a given audience
5. Significant progress towards completion of a PhD in Finance
6. Current practical experience within an industry related to the discipline
7. Previous teaching experience in a tertiary environment
8. Capacity to develop and deliver unit material
9. Capacity and commitment to contribute to flexible modes of academic program development and delivery
10. Experience in designing units and teaching materials

Other job related information

Appointment

Sessional Teaching Associates are appointed for a period of up to 12 months, covering the academic year.

Payment

Payment is made according to the relevant category of Schedule 2 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014. Descriptions of each activity are contained in Schedule

Remuneration will be advised at the time of offer, based on academic qualifications and level of activity.

Times

Face-to-face classes are conducted on weekdays, evenings and on some weekends. After hours activities include marking and assisting with teaching preparation.

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.