

Position description

Assistant Lecturer (online mode convenor)

Department/Unit	School of Psychological Sciences
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification	Academic Teaching & Research Level A
Work location	Clayton campus
Date document created or updated	8 August 2017

Organisational context

Monash University 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

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/

The **sub-Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function. We are committed to an inclusive working environment with a particular focus on gender equity. Please visit www.med.monash.edu.au/biomed-psych/index.html for more information on FBPS.

The **School of Psychological Sciences** is a unique school in Australia; which harnesses Monash's strong, integrated network of platform technology in biomedical imaging and experimental neuropsychology, as well as key strengths in culture, health and mental illness, to provide a greater understanding of the mechanisms of action involved in disorder, its trajectory across the lifespan, and novel treatment approaches. The School has some 74 staff and a student body in excess of 1300 EFTSL. The School has academic sites at Clayton, Caulfield, Malaysia, and South Africa. The School offers an accredited psychology undergraduate program and delivers research training in the form of PhD and DPsych, alongside an innovative postgraduate psychology program. Further details may be found at: <http://www.med.monash.edu.au/psych/>

Position purpose

The Level A academic role is to assist in the development, teaching and assessment of first year psychology subjects, and the generation and delivery of teaching materials for a new online mode.

The Level A academic is expected to make contributions to the teaching effort of the University, particularly at undergraduate and graduate diploma level and to carry out activities to develop her/his scholarly, research and/or professional expertise relevant to the profession or discipline.

The Assistant Lecturer (online mode convenor) will take responsibility of adapting our existing first year psychology units for delivery in the online mode. This will involve curation of existing material, creation of new digital media and assessment items, and Moodle editing. Once development is completed, the staff member will be expected to run the new units as co-ordinator, including teaching some class groups. The role will be supported by a team of instructors.

Reporting Line: The position reports to Director of Education, School of Psychological Sciences

Supervisory responsibilities: First year online instruction team

Financial delegation and/or budget responsibilities: None

Key responsibilities

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. They should have a sound grasp of their subject matter and the development of assessment tasks and activities that foster intellectual independence.

Level A academic staff duties will have an emphasis on:

1. Preparation and delivery of lectures, information videos, online tutorials, assessment items, and other teaching and learning media
2. Assisting with direction, training and supervision of tutoring staff and/or teaching associates in running live classes
3. Marking and assessment of online students
4. Supporting other academic staff in line with the above
5. Assisting with a range of activities that contribute to maintaining currency with disciplinary learning and teaching innovation; including remaining up-to-date with research into online teaching practises to enable development and implementation of new teaching strategies to enhance learning
6. Attendance at departmental, school and/or faculty meetings and/or membership of a limited number of committees
7. The conduct of research, including the supervision of undergraduate and post-graduate students and contributing to the development of competitive grant funding applications

The 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 they gain skills and experience.

Key selection criteria

1. A Level A academic shall have qualifications and/or experience recognised by the University as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in the online mode, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement
2. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
3. Demonstrated ability in the creation of digital education media and assessments, along with experience in the Moodle VLE
4. Demonstrated record of, and passion for, online teaching experience in a tertiary environment
5. Demonstrated ability to stimulate, actively engage and educate a given audience in the online mode
6. Proven ability, commitment and passion for engaging in scholarly and research activities

7. A demonstrated capacity to work cooperatively and in a collegiate manner with other staff in the workplace, as well as external teams and agencies

Other job related information

- Travel (e.g. to other campuses of the University) 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.