



Position description

Lecturer

Department/Unit	School of Social Sciences Politics and International Relations
Faculty/Division	Faculty of Arts
Classification	Level B
Work location	Clayton campus
Date document created or updated	7 September 2016

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures.

Monash has approximately 62,000 equivalent full-time students spread across its Australian and off-shore campuses, and approximately 7,400 full time equivalent staff. Approximately 3500 of these staff members are academic staff.

Faculty of Arts is one of the largest of the ten faculties at Monash University and is also one of the largest, most diverse and dynamic arts faculties in Australia. It delivers programs across six campuses: Clayton, Caulfield, Berwick, Gippsland, Malaysia and South Africa. The Faculty's courses are also increasingly available via distance education over the Internet.

As a large and diverse faculty, Monash Arts has particular strengths in the humanities, performing arts, languages and social sciences. It encourages the development of cutting-edge studies that operate at the intersection of traditional academic disciplines. Faculty offerings include the full range of the old and new humanities, from the classics to communications and media studies. Courses offered range from undergraduate diplomas and degrees, faculty certificates, graduate diploma programs through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff. Lecturers are working at the cutting edge in their fields, and they carry this expertise and enthusiasm into their teaching.

The Faculty has approximately 5,700 students (EFTSL), 500 staff (EFT) and annual revenue in excess of \$100 million. More information can be found at: <http://www.arts.monash.edu.au/>

The School of Social Sciences is consistently ranked among the best social science schools both nationally and internationally. It is the largest school in the Faculty and one of the largest consolidated schools of the social sciences nationally. Interdisciplinary teaching and research collaboration is encouraged.

The School offers a wide-ranging undergraduate program and a variety of postgraduate degrees in Anthropology, Criminology, Behavioural Studies, Sociology, Politics and Gender Studies. A major focus of our teaching is to help students become responsible and informed global citizens.

Politics and International Relations is the largest Section within the School of Social Sciences. It has a reputation for research and teaching excellence. The Section offers two complementary undergraduate majors, Politics and International Relations, as well coursework postgraduate programs that have a fast growing domestic and international student base. It is a centre of research dynamism with three major research streams: Australian politics (with particular strengths in executive government and parties); international relations (with particular strengths in gender peace and security, and political violence and terrorism studies) and political theory.

The **Master of International Relations** is an innovative coursework degree offered through the School of Social Science in the Faculty of Arts. It emphasises the development of conceptual knowledge and applied hands-on skill development in policy contexts. We value research-informed teaching, and industry partnerships with government, non-governmental organisations, and businesses. The Master of International Relations is a vibrant program a focus on policy relevance and industry connections.

Position purpose

The lecturer will join Politics and International Relations section of the School of Social Sciences as a full-time, continuing academic staff member, with teaching, research and service roles. For the first three years, the successful candidate's teaching and service contributions will be dedicated to the Deputy Directorship of the MA in International Relations, a vibrant coursework program with a focus on policy relevance and industry connections.

In this role, the lecturer will assist in the development of a foundation program for incoming MA students, provide oversight of the internship and research project units, support the administration of the program, assist the Program Director with program delivery and strategy, and undertake supervision, mentoring, and consultation with students. After three years, the lecturer may then relinquish the Deputy Director position and take on a traditional teaching and research role in international relations.

Reporting line: Dr Benjamin MacQueen

Supervisory responsibilities: Honours and postgraduate students

Financial delegation and/or budget responsibilities: Nil

Key result areas and responsibility

Specific duties required of a Level B academic may include:

1. The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions
2. Initiation and development of subject material
3. Acting as subject coordinators
4. The preparation and delivery of lectures and seminars
5. Supervision of the program of study of honours students or of postgraduate students engaged in course work
6. Supervision of major honours or postgraduate research projects
7. The conduct of research
8. Involvement in professional activity
9. Development of course material with appropriate advice from and support of more senior staff
10. Marking and assessment
11. Consultation with students

12. A range of administrative functions the majority of which are connected with the subjects in which the academic teaches
13. Attendance at departmental, school and/or faculty meetings and/or membership of a number of committees

Key selection criteria

Essential

1. A PhD in International Relations
2. Emerging track record of achievement of research in international relations, with a clear research plan for the next 3-5 years
3. Demonstrated ability to make significant contributions to teaching and learning outcomes in the MA in International Relations, including working with the Program Director in developing the mentoring, internship, and supervision programs
4. Capacity to supervise Higher Degree by Research (HDR) students
5. Capacity to manage unit administration
6. Demonstrated excellence in and enthusiasm for student-centred learning
7. High level of interpersonal skills and demonstrated ability to work independently and as part of a team

Other job-related information

- Travel (eg. to other campuses of the University)
- 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.