



Australian
National
University

Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Social Sciences
Department/Unit:	Centre for Arab and Islamic Studies
Position Title:	Associate Lectureship in Turkish Language and Culture
Classification:	Level A
Position No:	
Responsible to:	Director, CAIS
Number of positions that report to this role:	0
Delegation(s) Assigned:	N.A.

PURPOSE STATEMENT:

The Centre for Arab & Islamic Studies (The Middle East and Central Asia) offers undergraduate and graduate courses in various aspects of the politics, history, culture, political economy, international relations and languages of the Muslim Middle East and Central Asia, and the role of Islam in these regions, as well as supervision for PhD and MA students.

The appointee to this position will teach Turkish language, initially at introductory and intermediate levels, and offer related courses in Turkish culture, history and politics. He/she may also be required to offer tailored courses as required by various organisations in the public and private sectors, and to make substantial contribution to the research and teaching in the field of her/his expertise at national and international levels.

KEY ACCOUNTABILITY AREAS:

The appointee to this position will coordinate and offer courses in the Turkish language and Turkish Studies program, within the wider teaching and research environment of the Centre, which in turn is part of the College of Arts and Social Sciences.

Position Dimension & Relationships:

The successful candidate will be a specialist in the field of Turkish language, culture, history and politics. In addition to teaching undergraduate and postgraduate students, the appointee will be expected to help with the supervision of graduate students, and to undertake specific research and consultancy projects and outreach activities.

Role Statement:

Under the direction of the Centre's Director:

- Act as Turkish language and Turkish studies program lecturer and convenor
- Hold consultations with students
- Undertake marking and assessment
- Initiate and develop new courses and course materials, as required
- Prepare and deliver tailored training programs
- Undertake a program of quality research within the field of expertise, and contribute to the supervision of postgraduate research students.
- Undertake administrative functions connected with the Centre or College, attend Centre and/or College meetings, and/or hold membership of a number of committees.
- Contribute to the Centre's outreach activities, and to the academic enterprise of the Centre and that of the College.
- Other duties as consistent with the classification of the position and as required by the Centre's Director.

SELECTION CRITERIA:

1. A PhD in Turkish language, culture and history, with an ability to teach courses in Turkish Politics. The appointee should have a native or near-native speaker proficiency in Turkish language and English.
2. Demonstrated skill in, and a commitment to teaching at the undergraduate and post-graduate levels with experience in convening a language program.
3. Ability to contribute to post-graduate supervision.
4. Record of and demonstrated commitment to ongoing research and publication in the candidate's field of expertise.
5. Ability and willingness to seek grants from outside funding bodies, and develop and participate in the delivery of specialised short courses.
6. Willingness and ability to take an active role in promoting the University's teaching of Turkish language, Turkish studies, and Arab and Islamic studies, nationally and internationally.
7. High-level written and oral communication skills, and a demonstrated ability to work effectively, harmoniously and collaboratively within a team.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Delegate Signature:**Date:**

Printed Name:

Prof Amin Saikal

Position:

Director, CAIS

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts and Social Sciences, RSSS	Dept/School/Section	Centre for Arab and Islamic Studies (The Middle East and Central Asia)
Position Title	Associate Lectureship in Turkish	Classification	Level A
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Professor Amin Saikal	Date:	
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