



POSITION DESCRIPTION

School of Social and Political Sciences
Faculty of Arts

Internships Coordinator

POSITION NO	0046619
CLASSIFICATION	Level A
SALARY	\$69,148 - \$93,830 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months Fixed-term contract type: Specific Task or Project
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Karen Farquharson Tel +61 3 9035 6220 Email karen.farquharson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Internships Coordinator reports to the Head of School and administers the wide range of internship programs in the Political Science, Sociology, Development Studies and Criminology disciplines. The Internships coordinator is expected to maintain, build and develop strong partnerships with industry, government and not for profit organisations in order to provide placements for students in the suite of internship programs within the School. The Internships Coordinator oversees the progress of internship students, assures the quality of the experience and successful completion of internship projects.

Working closely with the Discipline Chairs, committees and program coordinators, the Internships Coordinator will contribute to teaching and work integrated learning (WIL) excellence. The work involves not only the coordination of subjects, preparation and conduct of information sessions, lectures and related assessment, and consultations with students but also liaising with the Faculty based professional staff team as well as proactively contributing to Faculty and School based internships projects and committee work.

The successful applicant will be a committed and engaging educator, with the ability to teach at the undergraduate and graduate level.

1. Key Responsibilities

1.1 TEACHING

- ▶ Prepare subject guides/ materials, LMS and conduct tutorials, seminars and lectures as well as Orientation and preparation events and Information sessions:
 - ▶ POLS30002 Public Affairs Internship (International Students only)
 - ▶ POLS30003 Public Affairs Internship
 - ▶ SOCI30005 Sociology Internship
 - ▶ CRIM90030 Criminology & Sociology Internship Pt 1
 - ▶ CRIM90031 Criminology & Sociology Internship Pt 2
 - ▶ DEVT90002 Internship in Development (12.5 points)
 - ▶ DEVT90008 International Internship in Development
 - ▶ DEVT90062 Internship in Development (25 points)
 - ▶ SOCI90013 Social Policy Internship
 - ▶ POLS90009 International Relations Internship
 - ▶ PPMN90039 Executive Internship
 - ▶ Uni-Capitol Washington Internship Programme;
- ▶ Prepare all aspects of the subject life cycle (CAPS, LMS, Sonia, results databases etc);
- ▶ Prepare assessment in accordance with subject guidelines in the University Handbook;
- ▶ Undertake marking and assessment of student portfolios, reports and reflections;
- ▶ Undertake coordination duties in relation to subjects taught, including approving terms of references for placements (subject alignment, ethics approval, viability of project, learning outcomes, appropriateness of placement/provider);
- ▶ Consult with undergraduate, Honours and graduate students;

- ▶ Design curriculum and contribute to the promotion of internships within the School, Faculty and beyond;
- ▶ Promote internships and contribute to the diversification of WIL;
- ▶ Broker and maintain and improve host relationships and engagement, including visiting host organisations;
- ▶ Develop and update course, subject and online teaching resources and material as well as partnership resources, collecting feedback.
- ▶ Contribute to online learning, including online modules development or observing compliance (for generic module and specific LMS and e-learning instances).

1.2 SERVICE TO THE DISCIPLINES

- ▶ Contribution of professional expertise to the community.

1.3 SERVICE TO SCHOOL AND FACULTY

- ▶ Attend meetings and undertake administrative activities in relation to the position where required;
- ▶ Represent the School as a Committee member at meetings as required;
- ▶ Attend examiner board meetings.

1.4 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.5 LEADERSHIP

- ▶ Assist the School as a INTERNSHIPS Leader – develop/implement strategy, coordinate academic WIL engagement and activities and WIL quality assurance/ TEQSA compliance/ OHS compliance.

1.6 RESEARCH

- ▶ Active participation in research seminars, and national and international conferences;
- ▶ Contribute to developing networks within the discipline and with other universities, institutions and communities, both nationally and internationally, to support collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD or equivalent qualification in a relevant discipline with relevant teaching experiences in classroom instruction, curriculum design and assessment of student outcomes;
- ▶ Demonstrated understanding of the study of the social sciences;
- ▶ Demonstrated track record of effective teaching and learning practices and a proven ability to develop educational resources and prioritise workloads;
- ▶ Excellent written and oral communication skills;

- ▶ Proven record of effective community engagement, brokering relationships and networking;
- ▶ Excellent interpersonal skills demonstrated by the ability to effectively work independently and as a part of a team and liaise with a wide range of people including staff, students, corporate and community partners;
- ▶ Proven record of mentoring and supporting students;
- ▶ Commitment to continual improvement and professional development as an educator and scholar, especially in the area of work integrated learning;
- ▶ Substantial knowledge and experience in a tertiary education environment, preferably with some industry experience.

3. Special Requirements

- ▶ Availability for evening seminars and functions and travel;
- ▶ Operational requirements of the faculty or School may influence approval of annual leave.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/ssps>

The School of Social and Political Sciences is at the forefront of teaching and research in the social sciences in Australia. We have a team of dedicated academic and professional staff in the disciplines of Political Science, Criminology, Anthropology, Development Studies and Sociology as well as our allied research centres providing a dynamic and rewarding environment to further your studies.

The School offers a wide range of courses and programs in areas including criminology, development studies, international studies, political science, public and social policy, socio-legal studies, anthropology and sociology. Our courses are concerned with how we make sense of the world in which we live, the current challenges we face and how both Australian and international political, legal and social institutions ought to respond to complex problems which face us in an era of globalisation and rapid social change.

Our students move on to careers in a wide range of areas including local, state and federal government, non-governmental organisations, the media, education, justice, and further academic research.

Further information is available at <http://ssps.unimelb.edu.au>.

6.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/>

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more

substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>.