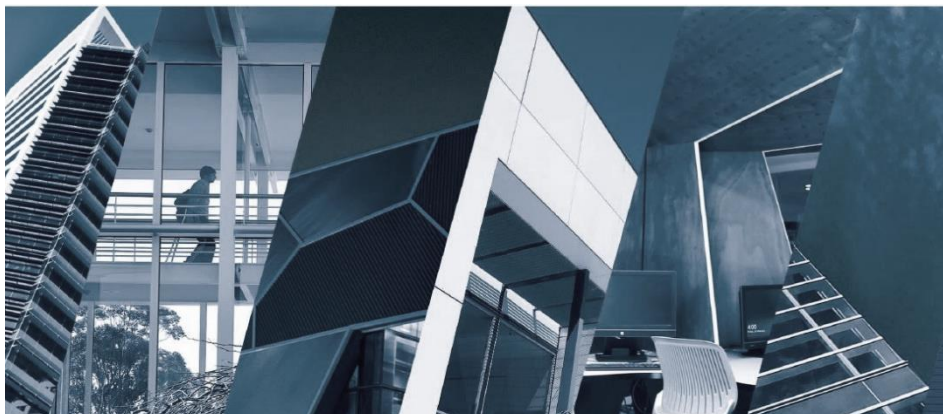# Federation University

Position Description

Position title:	Scholarly Teaching Fellow, Information Technology
School/Directorate/VCO:	Global Professional School
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the Academic Level B1 to B3 range Subject to satisfactory performance you will be eligible for annual salary incremental progression to Academic Level B3 in accordance with MSALs.
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Further information from:	Professor Guojun Lu, Deputy Dean, Global Professional School Telephone: (03) 5122 6857 Email: guojun.lu@federation.edu.au
Recruitment number:	851956

Position summary

Appropriate to the level of appointment, the Scholarly Teaching Fellow, Information Technology will be expected to:

- contribute to the development and delivery of Information Technology courses at undergraduate and graduate levels;
- contribute to the delivery and development of online teaching resources;
- contribute to the School's administrative functions;
- travel to other campuses and undertake multi-campus activities; and
- support the offshore partnerships of the Global Professional School, which includes the requirement to travel to China for teaching and conducting marketing activities for up to 13 weeks per semester.

Portfolio

The Global Professional School is the culmination of Federation University's rich heritage in International Education and its sector-leading approach to the management and delivery of education partnerships. The School provides a comprehensive suite of global education services and is responsible for the development and management of Federation University's education partnerships across the globe. It incorporates a range of academic programs aligned with student and industry needs.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Develop, teach, coordinate and moderate undergraduate and postgraduate courses in Information Technology.

2. Support the offshore parternships of the Global Professional School, which includes the requirement to travel to China for teaching and conducting marketing activities for up to 13 weeks per semester.

3. Undertake teaching and assessment of undergraduate, honours and postgraduate students within Information Technology.

4. Undertake scholarly activities.

5. Supervise students undertaking project courses and honours programs.

6. Participate in team projects and various committees as required.

7. Contribute to the administrative functions of the School.

8. Other responsibilities applicable to a Level B academic under current minimum standards for Academic Levels, as assigned by the Dean of School.

9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.

10. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;

- Equal Opportunity and anti-discrimination legislation and requirements;

- the requirements for the inclusion of people with disabilities in work and study;

- Occupational Health and Safety (OH&S) legislation and requirements; and

- Public Records Office of Victoria (PROV) legislation.

Level of responsibility

The Scholarly Teaching Fellow, Information Technology will work with the support and guidance of senior academic staff and be expected to develop expertise in teaching and administration.

Position/Organisational relationships

The Scholarly Teaching Fellow, Information Technology will work under the broad direction of the Deputy Dean, Global Professional School, and work as part of the School's team of academic and administrative staff.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. For appointment at Level B, a Scholarly Teaching Fellow will be required to hold a Master's degree. A PhD is desirable.

2. At least one year's academic experience at an Australian university.

3. Hold a current Working with Children Check (WWCC)

Experience, knowledge and attributes

4. Commitment to scholarship and a potential for academic advancement.

5. Demonstrated commitment to and enthusiasm for teaching, and a good teaching record in Information Technology.

6. Previous experience in academic administration, including the administration of courses.

7. Evidence of, and a demonstrated capacity and preparedness to further develop, scholarship in Information Technology.

8. Evidence of an ability to work collegially.

9. Demonstrated interpersonal, oral and written communications skills and an ability to relate well to students and other University staff.

10. Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.

11. Demonstrated working knowledge and application of the Child Safety Standards.

12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements

Key Minimum Standards for Academic Levels (MSALs)

Teaching academic staff

Level B

A Level B academic will undertake independent teaching and scholarship in his or her discipline or related area. In scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.