



# LECTURER – LANGUAGE AND LEARNING

DEPARTMENT/UNIT	Student Academic Support Unit
FACULTY/DIVISION	Faculty of Medicine Nursing and Health Sciences
CLASSIFICATION	Level B
WORK LOCATION	Caulfield campus

## ORGANISATIONAL CONTEXT

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Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Student Academic Support Unit (SASU)** of the **Faculty of Medicine, Nursing and Health Sciences** sits within the portfolio of the Deputy Dean, Education. SASU provides linguistic, academic, clinical and professional communication teaching programs specific to the health professions. Particular emphasis is placed on the needs of international and culturally and linguistically diverse (CALD) students. A key feature of the SASU program is the on-site delivery of specialised teaching at clinical and other placement sites.

The Unit provides teaching programs for students in undergraduate and graduate-entry professional courses in medicine, nursing, health sciences, allied health, and social work, including students based at clinical metropolitan sites. SASU lecturers have backgrounds in applied linguistics, linguistics, English for specific purposes, education and medicine.

## POSITION PURPOSE

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This Lecturer Level B position involves development and teaching of linguistic, academic and professional communication programs for culturally and linguistically diverse (CALD) students at the Caulfield campus.

The role involves working closely with the existing SASU team on program design and delivery. This includes the development of original course materials and the provision of lectures, tutorials and individual learning plans on communication skills, oral and written language development and other aspects of student learning within academic and professional contexts.

**Reporting Line:** This position reports to the Director, SASU, with additional reporting to the Deputy Dean Education

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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Specific duties required of a Level B academic may include:

1. Planning and implementation of linguistic, academic, clinical and professional , communication programs for international and CALD students in the Faculty of Medicine Nursing and Health Sciences at the Caulfield campus, including: needs analysis; liaison with academic support and clinical staff from the Faculty and placement providers; and the regular review, monitoring and evaluation of effectiveness of programs
2. The initiation, development and conduct of adjunct classes, lectures, seminars, tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions, studio sessions, individual learning assessments and learning plans
3. The initiation and development of subject material, attuned to the specific demands of the disciplinary contexts
4. Supervision of major honours or postgraduate research projects
5. Supervision of the program of study of honours students and of postgraduate students engaged in course work
6. The conduct of research
7. Involvement in professional activity, including provision of advice to the Faculty staff on the linguistic, cultural, and academic needs of students. This includes the delivery of staff development workshops where appropriate
8. Consultation and collaboration with other SASU staff and faculty staff in the organisation, development and delivery of teaching programs
9. Broad administrative functions, the majority of which are connected with the subjects in which the academic teaches, including support for the Director in the planning and development of the unit's activities and preparing reports for the Director, the Deputy Dean Education and other bodies as required
10. Marking and assessment
11. Attendance at departmental, school and/or faculty meetings and a major role in planning or committee work

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A doctoral or masters qualification in the relevant discipline area or equivalent accreditation and standing

### Knowledge and Skills

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. Ability to work positively and cooperatively with students, internal and external teams and external organisations
4. Ability to build rapport with students and demonstrate sensitivity to needs of different groups, particularly international and English as an additional language students
5. High level of proficiency in the English language, with expertise in the area of language use in different disciplinary contexts and in the rhetorical requirements of academic genres
6. Demonstrated strong record of teaching experience in a tertiary environment
7. Demonstrated ability to motivate, actively engage and educate a given audience
8. Demonstrated experience in curriculum and subject material development

9. Demonstrated manuscript preparation skills and a solid track record of refereed research publications or demonstrated track record of original curricula development and professional contribution and scholarly activity
10. A demonstrated capacity to work in a collegiate manner with other staff in the workplace

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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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.