



ASSISTANT LECTURER

DEPARTMENT/UNIT	German Studies
FACULTY/DIVISION	Faculty of Arts, School of Languages, Literatures, Cultures and Linguistics
CLASSIFICATION	Level A
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

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.

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via eight schools and across six campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <http://future.arts.monash.edu/>.

School of Languages, Literatures and Cultures and Linguistics

The position is located within the School of Languages, Literatures, Cultures and Linguistics, one of the largest Schools in the Faculty of Arts. Members conduct research in the disciplines of literary and cultural studies, linguistics and applied linguistics, history and the social sciences, as well as in several interdisciplinary fields. The School's Programs offer studies at undergraduate, honours and postgraduate levels. A variety of in-country programs and short courses are available to students. The School has a wide network of international connections, engages in international research projects, and is involved in collaborative teaching with partner universities abroad.

POSITION PURPOSE

The Assistant Lecturer is expected to make contributions to the teaching effort of the University and to carry out activities to develop and maintain scholarly research and/or professional activities relevant to the profession or discipline.

Reporting Line: The Head of School under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESULT AREAS AND RESPONSIBILITY

Level A academics are expected to make a solid contribution to teaching and learning within their school or faculty and to inspire and motivate students to learn through effective communication. Level A academics should have a sound grasp of their subject matter and the development of assessment tasks and activities that foster intellectual independence.

As a Level A academic staff member, specific duties are assigned in line with the University's categories of employment for academic staff.

A Level A academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the Level A academic gains in skill and experience.

The Assistant Lecturer will be responsible for the following key tasks and activities under the direction of the Academic Head.

Teaching:

- The preparation and delivery of lectures, seminars and tutorials
- Initiation and development of teaching materials
- Unit coordination
- Consultation with students
- Preparation and assessment of student assignments and examinations
- Supervision of honours students
- Involvement in professional activity
- Design, maintenance and utilisation of web-based teaching and administrative resources (Moodle), including training and coordination of sessional tutors
- Curriculum development, assessment design and implementation at undergraduate level

Research:

- Undertake original research that will lead to publications in refereed journals or with high-level academic or commercial publishers
- Participate actively in and contribute to the collaborative research culture of the school

Administration:

- A range of administrative functions, the majority of which are connected with the units/courses in which the academic teaches
- Participation in School and university consultative processes and procedures including School and faculty/university meetings and committees is expected
- Handling student enrolment inquiries, enrolment approvals and general community inquiries
- Preparation and submission of results and responding to questions from board of examiners

- Advising students and graduates as well as academic staff on study abroad opportunities and relevant scholarships and funding opportunities at German institutions
- Maintaining contacts with the Goethe-Institut and the German embassy or consulate
- Local representation and coordination of the RAMP (Research Ambassadors and Mentoring Program) of DAAD and the Alexander von Humboldt Foundation
- Participation in activities promoting the German language and culture

KEY SELECTION CRITERIA

Essential

- 1 High-level proficiency in all aspects of the German language
- 2 A master's degree in German literature, linguistics or German as a foreign language
- 3 Proven experience in the teaching and administration of German as a foreign language course at university level in countries outside Australia
- 4 Good knowledge of the German higher education landscape and very good knowledge of English
- 5 Ability to work positively and cooperatively with students, internal and external teams and agencies
- 6 High-level interpersonal skills and demonstrated ability to establish strong working relationships with a range of internal and external stakeholders (including students and colleagues)
- 7 Demonstrated teaching experience (at undergraduate level) and a proven track record in achieving improved or consistently good learning outcomes over a sustained period would be preferred
- 8 Highly developed skills of leadership, networking and management
- 9 Ability to plan, organise and achieve work targets and work constructively with academic colleagues and other University staff
- 10 Ability to promote the discipline both within the University, industry and to the greater community

OTHER JOB RELATED INFORMATION

- The position is based at Clayton, however, travel to attend other campuses will be required
- This position requires a valid Working with Children Check (employment)

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.