THE UNIVERSITY OF MELBOURNE

School of Computing and Information Systems
Faculty of Engineering and Information Technology

Associate Lecturer (Education Specialist)

POSITION NO	0063016
CLASSIFICATION	Level A, Education Focused
SALARY	$83,468- $113,262 p.a. - Level A
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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**	A/Prof. Antonette Mendoza Email mendozaa@unimelb.edu.au

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Commitment to Diversity and Inclusion

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of the Faculty. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

Position Summary

As an Associate Lecturer within the School of Computing and Information Systems you will support the teaching of subject area/s within the undergraduate and postgraduate teaching programs. You will work closely with subject coordinator/s and under the direction of the Deputy Head of School (Academic).

The successful applicant will be a committed and engaging educator and have an appreciation of the School's curricula.

You will assist in the provision of high-quality subject delivery, teaching, and student experience. You will prepare and conduct tutorials, consult with students, undertake assessments, and attend meetings as required, and may coordinate tutor teams in a subject. You will work on teaching innovation and support curriculum reviews.

Working as part of a teaching team, you will play a critical role in the delivery of high quality, student-centred learning experiences, designed to deepen and extend student understanding of subject material. Under the supervision and guidance of your manager and as per direction from the Subject Coordinator, you will have weekly contact with students, actively contributing to student learning, while also undertaking related administration. Your teaching responsibilities will be focused on the design and delivery of tutorials, workshops, and laboratory classes in specific subjects related to your area of expertise, providing student consultation on learning and guidance on assessment tasks, marking assignments and exams, as well as managing results record keeping for allocated tutorials.

1. Key Responsibilities

1.1 CONTRIBUTION TO EDUCATION

- Design, review and deliver tutorials, workshops and laboratory classes in the required mode to a high standard, including timely preparation that allows the subject coordinators and other tutors to provide responses and feedback prior to delivery in accordance with tutorial guidelines and relevant content available on LMS.

- Assist in designing the subject webpages on canvas or relevant learning management platforms, preparing assignments, problem sheets, quizzes to a high standard (including timely preparation that allows the subject coordinators and other tutors to provide feedback prior to release) in close discussions with the subject coordinator.

- Work with subject coordinators on innovating the subject design or subject content and develop and implement learning strategies to improve learning outcomes as evidenced by, for example, student feedback.

- Carry out academic duties in the coordination of subjects as advised by the supervisor.

- Consult with individual students, in person or online, in relation to readings, weekly topics, assessment and skills development contemporaneous with the weekly tutorials/activities.

- Effectively and efficiently communicate with the student cohort via LMS and address frequently asked questions in relation to tutorials and assessment.

- Mark and provide timely feedback to students on work submitted for assessment.

- Report matters of academic integrity using the relevant School process

1.2 .RESEARCH AND RESEARCH TRAINING

- Study new technologies in teaching deliveries and trial their use;

- Assist in obtaining funding from internal or external sources for teaching improvement projects;

- Contribute to teaching-related research by applying evidence-based approaches to evaluate teaching such as running surveys, or providing statistics of student participation or student success;

- Support any benchmarking of teaching and education in the school.

1.3 LEADERSHIP AND SERVICE

- Participate in industry engagement activities such as student placements and industry nights;

- Participate in community liaison activities such as student events and school visits;

- Provide support as required around the coordination of the Graduate Researcher Associate cohort;

- Work with the relevant professional teams provide academic management for the FEIT outreach programs;

- Attend and actively participate in school seminars, meetings and/or committee memberships;

- Assist the course coordinators in maintaining up-to-date and orderly records of teaching-related documentation for the purpose of accreditation, and other course-improvement-related activities.

- Collaborate with Teaching and Learning Laboratory colleagues, and education-focussed colleagues to create a community of practice and identify training and development opportunities for Graduate Research Associate cohort.

1.4 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.

- As required under the Australian Tertiary Education Quality Standard Agency's (TEQSA) Higher Education Standards Framework, you will be expected to have a qualification at a level above that you are engaged to teach or demonstrate that you have relevant professional or industry experience in the field.

2. Selection Criteria

2.1 ESSENTIAL

- A master's degree in relevant computing or engineering field or an equivalent discipline;

- Experience in teaching, including tutoring, or project supervision related to an engineering subject;

- Experience in fostering student development in tutorials or workshops with an ability to develop curiosity and independence in learning and contribute to the student's ability in critical thinking;

- Excellent verbal and written communication skills, including the capacity to explain subject material plainly and helpfully;

- Demonstrated ability to improvise and adapt to new demands and priorities, including exploring and implementing different teaching methods;

- Demonstrated ability to work with students and staff from a range of cultural backgrounds;

- Excellent organizational skills, including the ability to develop clear teaching plans and timelines, manage your own time and to coordinate activities of casual teaching staff; and

- Excellent computer skills, including proficiency in the use of Microsoft Office, email and student learning management systems.

2.2 DESIRABLE

- A PhD or demonstrated research capacity in a relevant field of study;

- A teaching qualification;

- Experience in the design and development of face-to-face and eLearning instructional materials;

- Previous experience with general academic administration such as assisting with subject coordination, course advice and examination or equivalent, and development of curriculum resources.

3. Other Information

3.1 SCHOOL OF COMPUTING & INFORMATION SYSTEMS

The School of Computing & Information Systems (CIS) undertakes research and teaching across a range of information technology disciplines including Software Engineering, Information Systems, and Computer Science. CIS is the most highly ranked School of Computing and Information Systems in Australia according to all major rankings (THE, QS, ARWU). It offers a comprehensive range of IT and IS courses at all levels, including offerings in science, engineering, and business, and is at the forefront of computing research in Australia and internationally with close links to major computing research initiatives, including Melbourne Bioinformatics, CSL, The Cremorne Digital Hub and CSIRO's DATA61.

The School's aim is to attract and retain outstanding staff available in order to maintain its lead in research and teaching. We have an existing highly successful research team in the area of the appointment, a large number of PhD students, and a substantial cohort of graduate students in our coursework Masters programs.

To find out more about CIS, visit: http://www.cis.unimelb.edu.au/

3.2 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world's biggest challenges. Through our students and our relationships with communities, we can not only respond to society's needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/

https://eng.unimelb.edu.au/about/join-feit

Our ten-year strategy, FEIT 2025, is our commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne's position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

https://eng.unimelb.edu.au/about/feit-2025

https://eng.unimelb.edu.au/about/mse-2025

3.3 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

3.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

3.5 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

3.6 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 https://about.unimelb.edu.au/strategy/governance

4. 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:

https://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.

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