



ASSISTANT LECTURER

DEPARTMENT/UNIT	Translation and Interpreting Studies
FACULTY/DIVISION	Faculty of Arts, School of Languages, Literatures, Cultures and Linguistics
CLASSIFICATION	Level A
WORK LOCATION	Monash University Joint Graduate School in Suzhou, China

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 teach and conduct research across nine European and Asian languages and literatures, 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.

The Translation and Interpreting Studies Program

Monash University is currently a national leader in the field of Translation and Interpreting Studies. The Master by Coursework in Translation and Interpreting Studies (MITS) is one of a few courses in Australia endorsed at the Advanced Translator, Specialist Interpreter – Health, Specialist Interpreter – Legal, and Conference Interpreter levels by the National Accreditation Authority for Translators and Interpreters (NAATI). We also run Double Master Degrees, PhD programs in translation, interpreting and intercultural studies, as well as Professional Development short courses. The program has established strong collaboration with a range of industry bodies, international organisations, associations and government agencies. These, along with cross-faculty partnerships, allow our students to undertake professional internships in a range of areas. T&I students have the opportunity to work with students from other Faculties within the university setting, then build on that experience in professional workplaces with industry partners. Students can also engage with literary translation as Monash University hosts The AALITRA Review and runs seminars and workshops on literary translation.

POSITION PURPOSE

The Translation and Interpreting Studies Program (<http://www.arts.monash.edu.au/translation-interpreting>) seeks to fill a teaching position to be based at the Southeast University-Monash University Joint Graduate School in Suzhou, China (<https://www.monash.edu/about/our-locations/china>). The incumbent will join other members of staff in teaching Chinese-English interpreting and translation units that form part of the Double Masters in Interpreting and Translation Studies.

Reporting Line: The Head of School under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

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 and within the Program, but may include responsibilities that relate to research and the School's development
- Participation in School and University consultative processes and procedures including School and faculty/university meetings and committees is expected
- Contribute to administrative tasks related to the teaching of interpreting and translation units taught within the Joint Graduate School

Other Duties

- Involvement in professional and community activities and the performance of other duties as required by the Head of the School and Program Director

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

- A postgraduate qualification and/or subsequent relevant experience in the interpreting and translation studies field

Knowledge and Skills

- 2.** The applicant should have a track record that demonstrates strengths in the designated teaching areas; a commitment to team teaching, and flexible delivery
- 3.** NAATI certification/accreditation in Chinese-English translation and interpreting at Certified Translator/Interpreter (Professional) level, and familiarity with the NAATI system
- 4.** The applicant must have the capacity to deal efficiently with academic and administrative tasks relevant to the position
- 5.** Ability to teach simultaneous and consecutive interpreting for conference settings at post-graduate level
- 6.** Ability to design appropriate assessment materials and to conduct testing and assessment of post-graduate students' interpreting performance
- 7.** Ability to teach at the Joint Graduate School in Suzhou, China, for the duration of the appointment
- 8.** Ability to work positively and cooperatively with students, internal and external teams and agencies
- 9.** Experience in the use of digital technologies/tools for translation and/or interpreting
- 10.** Professional experience in teaching or working in Chinese-English conference interpreting (simultaneous mode and long consecutive mode)

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.