POSITION DESCRIPTION

Academic Positions
(In addition to the Position Classification Standards)

Position Title: Casual Academic Teaching Employee
Level: Casual Academic
Faculty/Division: Faculty of Commerce
Department/Location: Schools

Primary Purpose of the Position:

The Faculty of Commerce aims to be the best place in Australia to teach, research and learn Commerce and therefore has a strong commitment to providing high quality services to staff and students. The position will contribute to the teaching tasks of the Faculty within the Schools. The position will undertake specific duties to deliver high quality teaching in the form of conducting tutorials, practical classes, demonstrations as well as marking, consultations and appropriate administrative tasks as part of a teaching team. This position will report to the appropriate Subject Coordinator and Head of School.

Position Environment:

The Faculty of Commerce is committed to inspiring socially innovative commerce through research and teaching. We have a strong reputation, both within Australia and overseas, for the quality of our research and teaching. Our reputation is reflected in the demand for the Faculty’s courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses) and offshore (Dubai and other South-East Asia institutions). The Faculty has significant local, national and international research linkages that contribute strongly to each School’s robust research profile. This is further sustained by strong outputs and the attraction of high calibre research students.

Major Accountabilities/Responsibilities:

Duties may vary from subject to subject, school to school and at the various locations. Subject Coordinators will outline the role and expected duties of the position. It is important to clarify the expectations of the role with the Subject Coordinator at the start of each session.

<table>
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<tr>
<th>Responsibilities</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1. The conduct of lectures, tutorials and workshops</td>
<td>Sound contribution to the School’s high quality teaching efforts</td>
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<tr>
<td>2. The preparation of tutorials and workshops</td>
<td>Production of appropriate subject materials to support delivery of subject material</td>
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<td>3. Marking of assessment items as directed by Subject Coordinator</td>
<td>Completion of marking requirements with a high level of accurate as per the Subject Coordinators instructions</td>
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<td>4. Participate in informal consultations with students</td>
<td>Accurate and timely responses to students</td>
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<td>5. Complete related administrative tasks</td>
<td>Appropriate and accurate records kept</td>
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<td>7. Supporting the Faculty Purpose and fostering a supportive learning environment</td>
<td>Sound contribution to the Faculty’s high quality teaching and student experience</td>
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<td>8. Observe principles and practices of Equal Employment Opportunity</td>
<td>To ensure fair treatment in the workplace</td>
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Reporting Relationships:

Position Reports to: Subject Coordinator and Head of School
The position supervises the following positions: NA
Other Key Contacts: School CATE Administrators Centre Managers

Key Relationships:

Contact/Organisation: Subject Coordinator School CATE Administrators Education Centre Coordinator Purpose & Frequency of contact Regular, Academic and Administrative matters Regular, Administrative and personnel processes Occasional, Administrative processes for Satellite Campuses

Key Challenges:

1. To deliver high quality teaching to the culturally diverse student population at the University of Wollongong

Knowledge & Skills:

Essential:
- Ability to teach a subject within the Faculty’s course offerings.

Education & Experience:

For Engagement in Undergraduate Subjects

Essential:
- Minimum Bachelor degree with a major in the relevant discipline and enrolled, or completed a relevant Postgraduate or Honours degree or have completed a formal professional qualification.
- Membership of a relevant professional body (as applicable).

Desirable
- Experience in teaching in the relevant discipline.
- Experience at teaching tertiary students from a variety of cultural and professional backgrounds.

For Engagement in Postgraduate Subjects

Essential:
- Completed a relevant Postgraduate degree and/or be enrolled in a Doctor of Philosophy or other postgraduate research degree
- Membership of a relevant professional body (as applicable)

Desirable:
- Experience in teaching in the relevant discipline.
- Experience at teaching tertiary students from a variety of cultural and professional backgrounds.
Personal Attributes:

- An ability to work and interact smoothly with all staff in the Faculty of Commerce
- An ability to work and interact with colleagues and students with diverse cultural backgrounds
- Commitment to Faculty attributes of innovation, connection, communication, passion, care, collegiality and ethics

Special Job Requirements:

- Flexible and responsive to needs of the Faculty

Organisational Chart:

Approval:

Approved by Head of Unit: ________________________________
Date: ________________________________

Approved by Personnel: ________________________________
Date: ________________________________