Ozford Institute of Higher Education

Ozford Institute of Higher Education (OIHE) is a fully accredited registered provider of Higher Education undergraduate business degrees in the fields of Accounting, Management and Marketing. The Institute is committed to the provision of a quality and contemporary education to its students and is seeking to recruit to its teaching team an innovative education professional with a positive track record in course delivery to international students and a demonstrated commitment to the improvement of the higher education experience.

Course Coordinator – Management

The position of Course Co-ordinator (Management) is offered as a fractional contract appointment up to three years. The salary for the successful candidate will be within the $90,000 - $120,000 range (pa, pro rata for part time) depending on qualifications and experience (plus 9% superannuation)

About your role

Located in King Street close to all amenities including public transport links, the Course Co-ordinator will report directly to the Institute Director and work as a valued member of a small dedicated teaching and administration team. You will work in partnership with students as active participants in their learning journey and will therefore be expected to contribute to the development of the curriculum to ensure the quality of the learning experience.

What we are looking for and what you will need to succeed in this role

A passionate teacher with a track record of working collaboratively with colleagues and students alike, you will ideally hold a PhD though a relevant masters combined with relevant experience will also be favourably considered. You will have:

- A record of relevant teaching and experience in a tertiary setting;
- An ability to co-ordinate an award course and contribute to the administration and management of an academic administration unit
- The capacity to teach effectively across a broad range of units including experience in the development and delivery of seminars and lectures;
- A high quality of teaching and scholarship
- An ability to work collaboratively and productively with colleagues
- The ability to work productively with students from diverse backgrounds

How to apply

If you hold the skills and experience we are looking for, please submit your resume, details of three referees and cover letter to: OIHE_HR@OZFORD.EDU.AU by 5pm 06/07/2016
Alternatively please contact: Helen Milovanovic hmilovanovic@oazford.edu.au or call 03 8663 7144 / Rong Liu rongliu@ozford.edu.au or call 03 8663 7162 for further information.

Please note: Applications will not be considered if key selection criteria are not addressed. Applications close 06/07/2016