



Position Description: Casual Lecturers and Tutors

Position Title:	Casual Lecturers and Tutors
Site:	310 King Street
Reports to:	Head of School
Date:	January 2018

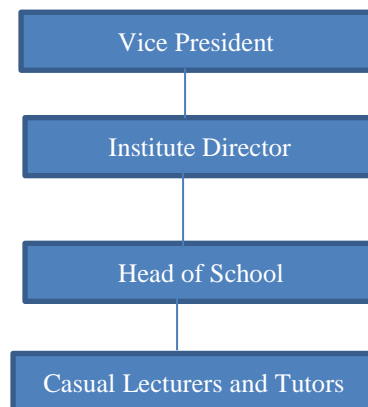
Key Purpose/Position Summary

The Casual Lecturers and Tutors are primarily responsible for provision of lectures and academic expertise in business courses including delivery of lectures, tutorials and/or seminars.

Organisational Context

Oxford Institute of Higher Education (OIHE) is a fully accredited registered provider of Higher Education courses. The Institute is committed to the provision of a quality and contemporary education to its students by ensuring a positive higher education learning experience in a personalised and fully supported environment.

The Casual Lecturers and Tutors will report directly to the Head of School 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 and teaching experience. The current reporting lines are:



Responsibilities

1. Deliver lecture and tutorial sessions that engage learners and meet their needs and learning styles.
2. Set and administer assessments and implement a continuous improvement approach to the quality of teaching and learning that enables a safe and supportive learning environment for culturally diverse students while enhances the student experience by improving engagement and encouraging success.
3. Implement intervention strategies as required to support students in need.



Key Selection Criteria

1. A Masters or Higher Degree in a relevant discipline and extensive industry experience
2. Demonstrated ability to teach in an effective and innovative teaching program in business including delivery of lectures, tutorials and/or seminars
3. Demonstrated engagement in scholarly activity
4. Experience in student engagement and blended learning
5. You have the right to live and work in Australia.
6. A well-developed understanding of the principles of curriculum development and tertiary assessments regimes
7. The ability to work collaboratively and productively with academic and professional colleagues

Signed in acknowledgment of the requirements of the position.

Name (Printed): _____

Signature: _____ **Date:** ____/____/____