



Oxford 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 quality and contemporary education to its students and is seeking to recruit a highly motivated, energetic and resourceful senior administrator with a positive track record in all aspects of tertiary level course administration, and a demonstrated commitment to the improvement of the higher education experience.

Casual Lecturers and Tutors

OIHE seeks expressions of interest from qualified **Casual Lecturers and Tutors** who will lecture and tutor undergraduate courses in business.

About your role

You will report directly to the Head of School as a valued member of a small dedicated teaching team. You will be accountable for the provision of lectures and academic expertise across all aspects of delivery. 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.

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

The successful candidates will be qualified and experienced lecturers and tutors with flexibility in availability in the following fields:

Management Programs

Management principles; Marketing principles; Organisational Behaviour; Managing Organisation; Human Resource Management; Innovation and entrepreneurship; Ethics, Sustainability & Social Responsibility; Strategic Management

Accounting Programs

Accounting for Decision Making; Accounting Principles; Financial Accounting; Corporate Finance; Management Accounting; Accounting Information Systems; Corporate Accounting; Taxation Law; Auditing & Assurance; Corporations Law; Accounting Theory

Key selection Criteria:

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

How to apply

If you possess the skills and experience we are looking for, please submit a cover letter, your resume addressing the key selection criteria, and details of three referees to:

oihe_hr@ozford.edu.au.

For further information and position description with key selection criteria please go to the OIHE website <http://www.ozfordhe.edu.au/>.

Please note: Only shortlisted applicants will be contacted.