



## Position Description: Senior Lecturer (Academic Level C) / Course Coordinator

<b>Position Title:</b>	<b>Senior Lecturer / Course Coordinator</b>
<b>Academic Level:</b>	<b>C</b>
<b>Site:</b>	<b>King Street Campus</b>
<b>Reports to:</b>	<b>Head of School /Academic Dean</b>
<b>Date:</b>	<b>7/ 1 /2018</b>

### Key Purpose

The Senior Lecturer / Course Coordinator will prepare and deliver lectures, tutorials and workshops and assess students in the one or more specialised business disciplines.

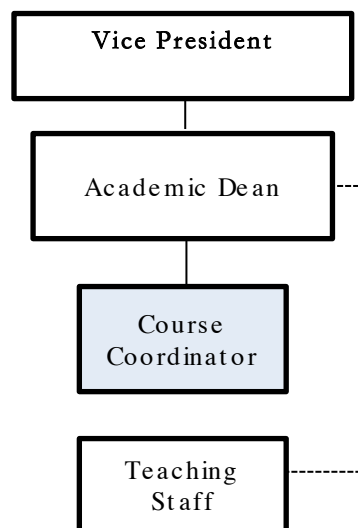
The Senior Lecturer / Course Coordinator is expected to coordinate one or more units from the Bachelor of Business suite of courses, be involved in development in new courses and provide academic leadership to the team of casual academics. The Senior Lecturer / Course Coordinator may act as a course coordinator for a relevant discipline area or specialisations within the courses offered by the Institute.

### Organisational Context

Oxford Institute of Higher Education is a registered Higher Education Provider offering a suite of Business degree courses allowing students to specialize in Management, Marketing and Accounting.

The Senior Lecturer / Course Coordinator in a relevant Bachelor of Business discipline reports to the Head of School.

The reporting lines are:





## Position Summary

This position involves the provision of academic leadership on day-to-day operation delivery matters and the supervisions and oversight of fixed and casual teaching staff. A key part of the position is the provision of course advice to students and the facilitation of solutions to a range of academic related matters encountered by students. This position also involves lecturing in one or more of a range of discipline areas in the Bachelor of Business suite of courses, including:

- Accounting
- Management
- Marketing

The position will have input into course planning and quality management through the Course Advisory Committee.

## Responsibilities

The responsibilities of an appropriately qualified Senior Lecturer may include:

- Preparing and delivering lectures, tutorials, workshops and seminars.
- Marking and assessing student's performance against unit learning outcomes.
- Provide leadership to the advancement of teaching in a relevant discipline including initiating course improvements, improving academic standards, leading assessment design, conduct and moderation.
- Provide course and / or nominated specialisation(s) and unit coordination in a relevant discipline or course / specialisation delivered by the Institute
- Course and unit development including reviewing and enhancing the prescribed text and recommended texts and other references for units prior to the commencement of each trimester.
- Oversight and supervision of fixed term and casual teaching staff on day-to-day course and unit delivery related matters.
- Course and unit administration, including reviewing and enhancing relevant Moodle Shells.
- Consultation and course advice to students.
- Pursue and develop an active program of scholarly activity primarily in the scholarship of teaching (based on the Boyer model); publications in refereed journals, presentation to conferences and publications in conference proceedings or a significant role in relevant organisational research projects;
- Maintaining discipline and pedagogical currency appropriate to the position.
- Attending relevant meetings and/or membership of relevant Academic Board committees
- Participate in, and lead where appropriate, internal professional development activities.



## Key Selection Criteria

### Essential

1. A PhD or Doctorate qualification.
2. Capacity to teach effectively across a broad range of units, including the capacity to develop and deliver seminars and lectures and contribute to other teaching activities;
3. Demonstrated ability to direct and coordinate an award course and implement course improvements and innovative approaches to student-centred learning and quality improvement programs.
4. Demonstrated ability to teach in an effective and innovative teaching program in business, including delivery of lectures, tutorials and/or seminars.
5. Evidence of high quality research conducted and published relative to opportunity.
6. Evidence of high quality teaching experience.
7. Ability to work in a team environment with minimum supervision.
8. Highly developed oral and written communication skills.
9. Demonstrated ability in working with students from diverse backgrounds.

### Desirable

1. A higher education/teaching qualification or a willingness to undertake a relevant qualification.
2. Membership of a relevant professional body.
3. Relevant industry experience, contacts or linkages in the business area.

Signed in acknowledgment of the requirements of the position.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_