**Position Description: Course Coordinator**

<table>
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<tr>
<th>Position Title:</th>
<th>Course Coordinator (full time, 3 year contract)</th>
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<tbody>
<tr>
<td>Academic Level:</td>
<td>University Equivalent C (Senior Lecturer)</td>
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<tr>
<td>Site:</td>
<td>Lonsdale Street Campus</td>
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<tr>
<td>Reports to:</td>
<td>Head of School</td>
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<tr>
<td>Date:</td>
<td>23 / 10 /2015</td>
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**Key Purpose**

The Course Coordinator will contribute to the planning, design, delivery and assessment of learning of courses and units. The Course Coordinator will have a key role in assuring quality, integrity and student outcomes in OIHE courses.

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

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

**Organisational Context**

Ozford 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 Course Coordinator in a relevant Bachelor of Business discipline reports to the Head of School. The reporting lines are:

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Institute Director

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<td>Head of School</td>
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<tr>
<td>Course Coordinator</td>
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Teaching Staff
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Position Description: Senior Lecturer Ver 1.1
Author: Ken Bruce
Version Date: 4/04/2015

Approved: Rong Liu (Vice President)
Page 1 of 3
## Position Summary

This position involves the provision of academic leadership on day-to-day operational delivery matters and the supervision and oversight of fixed and sessional 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

## Responsibilities

The responsibilities of an appropriately qualified Course Coordinator may include:

- Provide leadership and support for the advancement of teaching in a relevant discipline including overseeing delivery, monitoring student progress, assuring quality, initiating course improvement and innovation, improving academic standards, leading assessment design, conduct and moderation.
- Promote a culture of academic quality, rigour and integrity
- Provide course and/or nominated specialisation(s) coordination and unit coordination in a relevant course/specialisation
- Undertake 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.
- Oversee and supervise fixed term and sessional teaching staff on day-to-day course and unit delivery related matters.
- Undertake course and unit administration, including reviewing and enhancing relevant Moodle Shells.
- Provide advice to, and assist, the Head of School with course and student administration
- Prepare and deliver lectures, tutorials, workshops and seminars.
- Assess students’ performance against unit learning outcomes.
- Consult with and advise students on their courses.
- 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;
- Maintain discipline and pedagogical currency appropriate to the position.
- Attend 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 in a relevant discipline.
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 lead, 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 or scholarship 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

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

Signed in acknowledgment of the requirements of the position.

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