

## Position Description: Lecturer

<b>Position Title:</b>	<b>Lecturer</b>
<b>Academic Level:</b>	<b>A</b>
<b>Site:</b>	<b>King Street Campus</b>
<b>Reports to:</b>	<b>Academic Dean</b>
<b>Date:</b>	<b>01/02/2021</b>

### Key Purpose

The Lecturer will prepare and deliver lectures, tutorials and workshops and assess students in one or more specialised business or accounting disciplines.

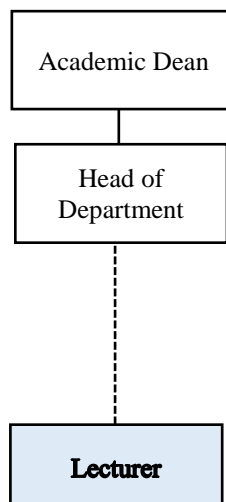
The Lecturer is expected to coordinate one or more units from the Bachelor of Business or Bachelor of Business (Accounting) and provide academic leadership to the team of casual academics.

### 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, Accounting

The Lecturer reports to the Academic Dean for HR related matters and the Head of Department for day-to-day course and unit delivery related matters.

The reporting lines are:



### Position Summary

This position involves lecturing and tutoring in one or more of a range of discipline areas in the Bachelor of Business and Bachelor of Business (Accounting) suite of courses, including:

- Accounting
- Management
- Marketing

The position will have input into unit planning and quality management through relevant Academic Board committees.

### Responsibilities

The responsibilities of an appropriately qualified Lecturer may include:

- Preparing and delivering lectures, tutorials, workshops and seminars.

- Developing assessments and rubrics, marking and assessing student's performance against unit learning outcomes.
- Acting as a unit convener.
- 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
- Course and unit administration, including reviewing and enhancing relevant Moodle Shells
- Implement a continuous improvement approach to the quality of teaching and learning that enables a safe and supportive learning environment for diverse learners and enhances the student experience by improving engagement and encouraging success.
- Implement Student Support and Intervention strategies as required.
- Consultation with students.
- Maintain and develop links with relevant professional bodies and industry; including offering professional development programs;
- Maintaining discipline and pedagogical currency appropriate to the position.
- Pursue and develop an active program of scholarly activity primarily in the scholarship of teaching (based on the Boyer model) and publications in refereed journals, presentation to conferences and publications in conference proceedings;
- Attending relevant meetings and/or membership of a limited number of Academic Board committees

### Key Selection Criteria

You are highly motivated, collaborative and flexible, with excellent communication and relationship skills. You will have a relevant qualification(s) and capabilities as per the following:

#### Essential

1. A relevant postgraduate degree in business or related discipline.
2. Demonstrated ability to teach in an effective and innovative teaching program in business, including delivery of lectures, tutorials and/or seminars.
3. Demonstrated ability to teach both online and on campus face-to-face
4. Ability to work in a team environment with minimum supervision.
5. Highly developed oral and written communication skills.
6. Demonstrated ability in working with students from diverse backgrounds.

#### Desirable

1. A PhD or Doctorate qualification.
2. A higher education/teaching qualification or a willingness to undertake a relevant qualification.
3. Membership of a relevant professional body.
4. Relevant industry experience, contacts or linkages in the business area
5. Peer Review of publication records.

Signed in acknowledgment of the requirements of the position.

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

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