

THE UNIVERSITY OF NEW ENGLAND

Position: Associate Lecturer in Academic Development
Teaching and Learning Centre

Reports to: Director
Teaching and Learning Centre

EXPECTED DUTIES

1. To provide learning design and academic development support to academic staff under the guidance of the academic development coordinator.
2. To prepare and deliver relevant workshops and seminars.
3. To consult with academic staff about their development needs and develop project plans as appropriate.
4. To provide advice to academic staff about responding to the learning needs of students.
5. To develop learning materials and use, where appropriate, new technologies, including web-based technologies.
6. To engage in scholarly work related to academic development.
7. To attend Teaching and Learning Centre staff meetings. To represent TLC on committees or working parties as required.

SELECTION CRITERIA

1. Tertiary qualifications and preferably possession of or progression towards a higher degree in a relevant discipline.
2. Demonstrated ability to develop and apply knowledge of theory and practice in the areas of teaching and learning in higher education and academic development.
3. Experience in using a variety of multimedia applications such as Flash, Dreamweaver, Imovie, Photoshop, to enhance online delivery of material in a tertiary educational context.
4. Experience in developing online teaching in Blackboard or similar current learning management system.

5. High-level oral and written communication skills.
6. Demonstrated ability to negotiate with individuals and decision making bodies within the university and wider community as required.
7. Demonstrated ability to work autonomously and as part of a team.
8. Demonstrated ability to prioritise work and meet deadlines.
9. Demonstrated understanding and commitment to OH&S, Risk Management, Quality Assurance and EEO principles as they relate to this position.