

THE UNIVERSITY OF NEW ENGLAND
Teaching and Learning Centre

POSITION: Associate Lecturer in Academic Skills – Maths and Stats
Academic Skills Office
Teaching and Learning Centre

REPORTS TO: Academic Skills Adviser/Team Leader

The Academic Skills Office is part of the Teaching and Learning Centre which brings together areas supporting teaching and learning at UNE (materials development and delivery, academic staff development and media production). The successful applicant will contribute to the provision of academic and learning skills support to students enrolled at UNE.

EXPECTED DUTIES

1. To assist with the preparation and provision of group and individual programs which address students' general and course specific learning needs and tertiary literacy with particular emphasis on basic mathematics, statistics and computer literacy.
2. To prepare and deliver relevant lectures and seminars.
3. To provide advice to faculty staff about responding to the tertiary literacy and learning needs of students.
4. To develop learning materials and use, where appropriate, new technologies, including web-based technologies, to support the tertiary literacy and learning needs of students.
5. To contribute to the UNE Pathways Enabling Course and the teaching of basic mathematics and statistics within the foundations units. This will include the continued development and maintenance of a very large mathematics question database managed via Blackboard.
6. To provide guidance and advice to academic developers on technical and programming problems, including where needed to contribute to technical problem solving.
7. To promote and contribute to an open atmosphere of information sharing in the workplace by providing conceptual and theoretical support to other academics with respect to effective use of the UNE LMS.
8. To engage in scholarly work related to learning support and the enhancement of tertiary literacy.
9. To attend Academic Skills Office and Teaching and Learning Centre staff meetings. To represent ASO and/or TLC on committees or working parties as required.

SELECTION CRITERIA

1. Relevant tertiary qualifications related to education and preferably possession of, or progression towards, a higher degree in a relevant discipline.
2. Demonstrated knowledge of theory and practice in the areas of student learning support and teaching and learning in higher education.
3. Experience in preparing, delivering and evaluating learning skills and foundation programs for on and off campus university students, including basic mathematics, statistics and computer literacy.
4. High-level oral and written communication skills.
5. Experience using Blackboard or similar learning management system.
6. Demonstrated ability to negotiate with individuals and decision making bodies within the university and wider community.
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.