

THE UNIVERSITY OF NEW ENGLAND

Position: Associate Lecturer in Academic Skills -
Foundations
Academic Skills Office
Teaching and Learning Centre

Reports to: Academic Skills Adviser/Team Leader

EXPECTED DUTIES

1. To contribute to the UNE Pathways Enabling Course and the teaching of foundations units.
2. To consult with students, including those from a non-English speaking background, about their learning needs.
3. To assist with the preparation and provision of group and individual programs which address students' general and course specific learning needs and tertiary literacy.
4. To prepare and deliver relevant lectures and seminars.
5. To provide advice to faculty staff about responding to the tertiary literacy and learning needs of students.
6. To develop learning materials and use, where appropriate, new technologies, including web-based technologies, to support the tertiary literacy and learning needs of internal and external students.
7. To liaise with other service providers across the university.
8. To assist with the delivery of associated support services and programs to the wider community.
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

Essential

1. Tertiary qualifications related to education and/or TESOL 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.
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.

Desirable

1. Experience in TESOL.
2. Experience in teaching basic mathematics and statistics
3. Web publishing skills.