POSITION DESCRIPTION – SCHEDULE A

POSITION DESCRIPTION DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfil the role.

POSITION DETAILS

Position Title:	Casual Lecturer
School / Division:	Academic
Campus:	Melbourne

MIT VISSION AND GOALS

Founded in 1996, Melbourne Institute of Technology (MIT) has grown dynamically as one of the leading private, higher education providers in Australia with campuses in Melbourne and Sydney. MIT is a teaching only Higher Education Institution. Our vision, mission, values and goals as approved by the MIT Board of Directors are set out below.

Vision

MIT aspires to be a leading private higher education provider nationally and internationally by proactively developing innovative educational approaches to meet industry needs and by a commitment to inspire tomorrow's graduates.

Mission

MIT, through its higher education programs and personalised and transformational student experience, provides the opportunity for individuals to access knowledge and to enrich and transform their futures.

Values
1. Excellence in learning and teaching;
2. Integrity;
3. Accountability and;
4. Transformational Change

Goals
1. To provide high quality programs that meet the needs of our students and industry;
2. To provide an inclusive environment where all students have the opportunity to succeed;
3. To strengthen institutional effectiveness, financial sustainability, collegial governance and sense of community;
4. To make collaboration an integral part of all our activities.

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Team is responsible for the development of our strategic plan, and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer
- Managing Director
- Executive Dean
- Human Resources Director (pro term)
- Campus Director and
- Group General Manager

DEPARTMENTAL CONTEXT

The delivery of partner programs at MIT aims at establishing a culture of shared values and scholarly practice to meet the requirements of the administration of *FedUni* programs at MIT Melbourne. This includes but not limited to:

- Understanding and implementing *FedUni* academic and administrative policies and procedures as directed by the relevant *FedUni* schools and the Centre for Partnerships CUP from time to time.
- Maximising the retention and success of students,
- Employing capable academic staff and to provide ongoing academic staff professional development
- implementation of policies and procedures for student admissions (credit transfer recommendations), ensuring Unit descriptions are available on Module, early intervention, assessment, review, evaluation, processing of student results, completion and other relevant areas
- Building a student centred environment that challenges, encourages and motivates students to discover new skills and talents
- Cultivating and embedding a culture of scholarly education practice and research in Teaching and Learning
- Implementing systems to support the delivery of *FedUni* programs
- Ensuring the smooth operation of the *FedUni* Programs @ MIT
- Attending to students concerns, complaints and issues
- Participate in student and staff activities [orientation, staff induction, in take management etc.]
- Examinations Quality Assurance: Final examination (ensure *FedUni* exam security and that the exams are conducted as per *FedUni* examination policies and procedures)
- Student Academic Counselling Services: Providing student services including career & academic counselling; meeting with student on" show cause cases", "students at risk of not progressing academically", "unsatisfactory academic performance" etc.

One of the major aims of both Schools is establishing the culture of shared values, attitudes and strategies to further the MIT Goals of producing competent, work-ready graduates for a number of business professions. The main objectives of the MIT Schools include but are not limited to:
- Maximising the retention and success of students,
- Employ and manage academic and administrative staffing at appropriate levels to develop, maintain and deliver innovative programs
- Managing the development and implementation of policies and procedures for student admissions, assessment, completion and other relevant areas
- Establishing a departmental committee structure which will enable input from staff, students and relevant external bodies and industry involvement
- Developing and maintaining programs and curriculum that are innovative and connect theory and practice

RESPONSIBILITIES

Delivery of programs at degree and Masters level, providing academic and administrative leadership and consultative and coordination tasks. The responsibility incorporates the areas as set out below

Area	Outcomes
Delivery of units/courses	- Conduct lectures and tutorials - Update and maintain the intellectual property of the units being taught - Ensure marking of assignments/exams and results in a professional and timely manner - Liaise regularly with program manager and/or coordinator - Attend academic meetings when requested - Participate in student's review of grades - Provide consultation and assistance to students - Attend Professional Development activities to keep up to date with the scholarship of teaching & learning - Engage in research and professional activities appropriate for the discipline - Contribute to administrative functions as required - Attend induction program at the start of each semester

PERFORMANCE MANAGEMENT SCHEDULE B

Staff performance is managed in accordance with MIT Performance Management System which incorporates:
'   Regular performance reviews
'   Ongoing feedback
'   Identification of professional development needs and provision of support

Focus area	Measure - example
Student recruitment and retention	Student survey and statistics
Efficient systems and procedures	Response times for counselling services and solving issues
Relationships	Survey results – staff, student
Delivery of courses/units	Survey results – staff. student

KEY SELECTION CRITERIA
Application letter and/or resume must address the qualification/knowledge/experience/attributes section under the key selection criteria

Qualifications: Include all educational and training qualification, professional membership,	Requirement
1. A Masters degree or equivalent. A PhD qualification is preferable For teaching Masters courses, a doctorate or equivalent professional experience	Mandatory
Knowledge/Experience/Attitude/Skills	
2. Three years teaching experience at the tertiary level as well as relevant industry experience	Mandatory
3. Excellent communication skills both oral and written	Mandatory
4. Evidence of professional development and/or scholarship activities	Mandatory
5. Evidence of development and implementation of innovative teaching practices and programs	Highly desirable
6. Excellent interpersonal skills and demonstrated ability to work effectively and consultatively in teamwork environment	Highly desirable
7. Demonstrated commitment and enthusiasm for teaching and a quality teaching evaluation and/or record	Highly desirable
8. Knowledge and understanding of the needs of a diverse range of students both domestic and international	Highly desirable
9. Organisational and administrative abilities necessary for coordination and administration of units/courses	Highly desirable