



JOB DESCRIPTION

POSITION DETAILS:	
POSITION TITLE	Lecturer and/or Tutor, Associate Degree in Business (Casual)
REFERENCE NUMBER	QFHR010.8/18
LOCATION	UQ College, St Lucia

PRIMARY PURPOSE:
The primary purpose of this role is to deliver high quality teaching of the Associate Degree in Business, in order to assist students in gaining entry into the Bachelor of Business Management at The University Of Queensland.

WORKING RELATIONSHIPS:			
DIRECT MANAGER	Program Coordinator, Associate Degree in Business		
DIRECT REPORTS	Nil		
KEY INTERNAL RELATIONSHIPS		KEY EXTERNAL RELATIONSHIPS	
Position	Frequency	Position	Frequency
• Program Coordinator, HE programs	Weekly		
• General Manager, Education and Training	Regularly		
• Manager – Business Development	Regularly		
• Other Lecturers and Tutors	Regularly		
• Students	Weekly		

SCOPE & AUTHORITY:		
People	Financial	Technical
• Nil	• Nil	• Deliver high quality lecturing and tutoring within the Associate Degree, Business

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KEY RESULT AREAS:	
Course Delivery	<ul style="list-style-type: none"> Provision of high quality education to students through professional delivery and assessment of course(s) within the Associate Degree in Business
Student Engagement	<ul style="list-style-type: none"> Development of a responsive learning environment, focused on the student needs Positive student feedback regarding teaching style and performance
Continuous Improvement	<ul style="list-style-type: none"> Continuous improvement of learning and assessment resources directly associated with delivery of course(s)

KEY ACTIVITIES:	
Course Delivery	<ul style="list-style-type: none"> Deliver and assess course(s) in the Associate Degree in Business to meet the educational needs of UQ College students. Be fully prepared, proactive and on time for all delivery and assessment commitments.
Student Engagement	<ul style="list-style-type: none"> Create an engaging and relevant learning experience and achieve high levels of retention and completion. Provide constructive and timely feedback to students and the College on learning and assessment issues Demonstrate success in engaging and retaining students Resolve teaching and learning issues that may involve students and the Associate Degree in Business.
Continuous Improvement	<ul style="list-style-type: none"> Support a continuous improvement process by developing, implementing and reviewing learning and assessment processes and quality initiatives as required to ensure a course(s) performance meets the College's standards. Contribute to reports on business and course(s) delivery and assessment performance as required by the College Executive Respond to the needs of key stakeholders in developing learning and assessment models and resources.

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OPERATING ENVIRONMENT, FRAMEWORK, BOUNDARIES:

- The activities of this role are conducted predominantly within the classroom environment.
- The College's policies and procedures, as well as the regulatory authorities govern the activities.

PROBLEM SOLVING/COMPLEXITY OF POSITION:

- The role plays a critical part in establishing and maintaining student engagement, and hence successful student retention and completion rates.

DECISION MAKING AUTHORITY AND RESPONSIBILITIES:

- Decisions related to minor modification and adaption of course specific content aimed to improving student learning outcomes and engagement

CAPABILITY PROFILE:

Education	<ul style="list-style-type: none"> • A minimum of a Masters degree in one or more of the Associate Degree in Business course(s)/disciplines.
Work Experience	<ul style="list-style-type: none"> • A minimum of 3 years lecturing and/or tutoring in tertiary education
Oral & Written Communication Skills	<ul style="list-style-type: none"> • Structures and conveys ideas and information in a way that effectively brings about understanding • Tailors communication effectively for audience; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings • Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively
Customer Service Focus	<ul style="list-style-type: none"> • Manages difficult or sensitive stakeholder interactions; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments

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Professionalism & Ethics	<ul style="list-style-type: none"> • Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments • Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organisational values • Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan • Follows policies and procedures; Supports organisation's goals and values
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AUTHORISATION:	
Direct Manager:	
Signature:	Date:
Employee:	
Signature:	Date:

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