

University of Tasmania

CASUAL ACADEMIC POSITION DESCRIPTION

Faculty/Division:	Science, Engineering & Technology
School/Section:	Psychology
Campus Location:	Hobart
Position Title:	Casual undergraduate tutor
Date:	September 2009

1. POSITION SUMMARY

The position will contribute to the teaching program of the School of Psychology by undertaking specific duties to deliver high quality teaching in the form of conducting undergraduate lectures or practical classes, as well as marking, consultations and appropriate administrative tasks. Casual teaching staff will work as part of a teaching team and report to the appropriate Unit Coordinator and the Head of School.

2. SUPERVISION

Immediate Supervisor

- Unit Coordinator(s)
- Head of School

3. PRIMARY TASKS

- 3.1 Conduct lectures, practical classes at undergraduate level in core and applied topics.
- 3.2 Produce appropriate teaching materials to support delivery of teaching units.
- 3.3 Conduct assessment of students' work under the direction of the Unit Coordinator and ensure timely completion of marking requirements with a high level of accuracy.
- 3.4 Complete related administrative tasks and maintain appropriate and accurate records.
- 3.5 Provide consultation with students and foster a supportive learning environment.

- 3.6 Observe principles and practices of equal opportunity and inclusion to provide a positive learning experience and ensure fair treatment for all students.

4. LEVEL OF RESPONSIBILITY

Duties may vary according to the level and type of teaching being undertaken. Unit Coordinators will outline the role and expected duties of the position. It is important to clarify the expectations of the role with the Unit Coordinator at the beginning of each session.

5. POSITION RELATIONSHIPS

The incumbent must relate effectively with:

- Unit coordinators and the Head of the School
- Other academic and administrative colleagues within the School
- Undergraduate, postgraduate and potential students
- Other University staff

6. SELECTION CRITERIA

Essential

- 6.1 An honours degree in psychology.
- 6.2 Demonstrated knowledge in core areas of psychology, such as research methods in psychology and clinical psychology.
- 6.3 Well developed written and oral communication skills and a demonstrated capacity to communicate effectively with university staff, student groups and allied professionals.
- 6.4 A high level of interpersonal skills and a demonstrated capacity to work effectively in a team environment.
- 6.5 Competence in the use of computers and familiarity with software packages for word processing, lecture presentation, data management and analysis, electronic mail and the internet.

Desirable

- 6.6 Proven teaching ability, including the delivery of high quality oral presentations, such as lectures, seminars or practical classes.
- 6.7 Knowledge and/or experience in the use of alternative teaching technologies, such as MyLO or Blackboard, and a willingness to use these technologies in teaching.

Incumbent: _____

Head of School: _____