



Teaching Support Officer

Faculty of Arts, Design & Architecture - Humanities & Languages

Job no: 501757

Work type: Full-time, Part-time

Location: Sydney, NSW

Categories: Administration, Student Services

- Fixed Term Contract till 25th Feb 2022
- Full Time - 35 hrs/per week
- \$88,782 to \$94,709 + 17% Super and Leave Loading
- Based at Kensington Campus- Sydney, Australia

UNSW has obtained an exemption under section 126 of the Anti-Discrimination Act 1977 (NSW) to designate and recruit professional and academic positions for Aboriginal and Torres Strait Islander persons only. Due to the nature of the work required, this position is open to Aboriginal and Torres Strait Islander applicants only.

The Opportunity

This is an exciting opportunity to become part of UNSW's newest faculty, Arts, Design & Architecture (ADA). Through creativity, collaboration and inclusion we seek and solve problems to improve life on earth. We listen, challenge, create and share diverse knowledge about people, place and culture to enable lives with purpose.

We are six Schools, six research centres, home to three prestigious ARC Laureates, the stunning Esme Timbery theatre and Creative Practice Lab, UNSW Galleries, iCinema, the Design Futures Lab, and multiple other maker spaces, Institutes, Labs and Studios across our Kensington and Paddington campuses.

As a new faculty, it is our priority to develop an Indigenous Strategy to affect long-term change in the educational outcomes of Indigenous students and the intellectual and cultural integrity of Indigenous teaching and research across the faculty.

The role of the Teaching Support Officer is responsible for overall support to Academic staff and students to ensure Teaching is delivered efficiently and appropriately. This includes ensuring appropriate learning spaces, TELT (Technology Enabled Learning & Teaching), and logistical support are delivered on time and as required.

Accountabilities

Specific accountabilities for this role include.

- Apply, interpret and advise on policies, systems, manuals, rules, procedures, and guidelines relevant to Teaching Support activities across the Faculty
- Establish and maintain high-level communication and administration in regard to the Learning Management System (LMS) to support the School's TELT activities, acting as TELT administrator as per the faculty TELT guidelines
- Maintain and support assessment needs including external, internal, and centrally-run exams (and supplementary exams), and coordinate results processing (including special considerations, late entry, changes, and disputed marks) as required by course and program convenors

- Under the direction of the management team, prepare and process academic casual contracts in line with school budgets
- Review, adjust, coordinate remediation and publish; course outlines, course catalogues, Enrolment Requirement Groups (ERGs), AIMS & Handbook entries across all courses and programs
- Undertake school and faculty term planning activities including completion of accurate Clash Free Course Combinations (CFCCs) as required, ensuring all changes to programs and courses have been accounted for
- Support school and program-specific administration needs including (but not limited to) committee secretariat (L&T meetings), bookings systems, auditions, language placements, student experience surveys, admissions requirements, and performance requirements as directed by the Operations management team
- Monitor the School's enrolments into courses, resolve any enrolment issues and recommend open and closure of tutorials and courses
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Please ensure you address all the Skills & Experiences required, as listed in the Position Description, on a separate document.

Contact:

Steve Lalic - Talent Acquisition Consultant

E: steve.lalic@unsw.edu.au

Applications close: Tuesday 18th May 2021 10.00pm (AEST)

UNSW aspires to be the exemplar Australian university and employer of choice for people from diverse backgrounds. UNSW aims to ensure equality in recruitment, development, retention and promotion of staff and that no one is disadvantaged on the basis of their gender, cultural background, disability, sexual orientation or identity or Indigenous heritage. We encourage everyone who meets the skills & experience to apply.

UNSW partners with Australia's leading diversity organisations, networks, and campaigns. Please refer to UNSW's diversity offerings for further information on our flexible work and leave options, and support for carers (childcare, parent rooms, parental leave).

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