



Faculty of Science & Engineering
Department of Chiropractic

2020 Casual Academic Job Descriptions

The Department of Chiropractic has aligned workload models with the Academic Enterprise Agreement to develop the following Job Descriptions.

A brief description of each position is outlined below with the understanding that each successive position includes the responsibility of the one(s) preceding.

DEMONSTRATOR:

- Prepare for the teaching of procedures for each tutorial
- Demonstrate to groups of students in tutorials
- Re-enforce the procedures and their underlying principles as demonstrated in the class
- Mark attendance and enforce appropriate laboratory behavior
- Perform skills assessments including final practicals
- Refill hygiene supplies
- Attend inductions and training sessions as determined by the Department
- Attend meetings with the Unit Convenor and other teaching staff

TUTOR:

Normal Tutorial – consists of one hour of delivery and two hours of associated non-contact duties ie preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings and administration.

Repeat Tutorial – consists of one hour of delivery and one hour of associated non-contact duties ie preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings and administration. The hourly rate for a repeat tutorial applies to a second or subsequent delivery of substantially the same tutorial in the same subject matter within a period of seven days.

- Refill hygiene supplies
- Enforce appropriate laboratory behaviour
- Contribute to the development of practical and written assessments
- Be available for consultation with students and meetings with the Unit Convenor

ASSISTANT COORDINATOR:

Normal Tutorial – consists of one hour of delivery and two hours of associated non-contact duties ie preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings and administration where the Staff Member holds a relevant doctoral qualification or where full subject coordination duties are included as part of normal duties.

Repeat Tutorial – consists of one hour of delivery and one hour of associated non-contact duties ie preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings and administration where the Staff Member holds a relevant doctoral qualification or where full subject coordination duties are included as part of normal duties. The hourly rate for a repeat tutorial applies to a second or subsequent delivery of substantially the same lecture in the same subject matter within a period of seven days.

- Perform the duties of a Tutor
- Liaise with Convener to establish content and design execution of that content in practicals
- Assist in the production of teaching materials (manuals, workbooks, etc.)
- Assist Convener with coordinating Tutor Presentations
- Coordinate attendance keeping
- Enforce appropriate laboratory behavior
- Refill hygiene supplies
- Supervise and meet with all Tutors and Demonstrators for quality assurance
- Write examination questions for written assessment tasks
- Assist in examination and presentation training of other classroom faculty where requested by the Unit Convener
- Assist Convener with academic teaching tasks associated with the portion of the unit in which the staff member is coordinating.

LECTURER:

Basic Lecture – consists of one hour of delivery and two hours of associated non-contact duties ie preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings and administration.

- Developing questions for written assessments and examinations relating to the lecture
- In non-Technique units duties may include developing tutorial exercises, practical or laboratory exercises
- Liaison with other staff who are teaching on the unit
- Consultation with students.

Non-Contemporaneous Assessment:

- All assessment other than contemporaneous assessment. (Contemporaneous assessment is that which takes place during a class.)

For each paid Tutorial or Lecture the incumbent is required to perform one hour of Delivery and two hours of other associated work such as preparation, student consultation, contemporaneous marking (in class assessment), attendance at meetings, administration.

A Repeat Tutorial or Repeat Lecture within 7 days requires one hour each of Delivery and other associated work.

Salary as per the Macquarie University Enterprise Agreement