Faculty of Science & Engineering
Department of Chiropractic

Job Descriptions for Casual Academic Staff positions to be filled in 2016

The Department of Chiropractic has aligned workload models with the Academic Enterprise Agreement and come up with 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.

The hourly pay rates listed are current and are listed in the MU Academic Staff Enterprise Agreement 2014. 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.

**DEMONSTRATOR: $44.88 * **
- 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
- Attend inductions and training sessions as determined by the Department
- Attend meetings with the Unit Convenor and other teaching staff

**TUTOR: $134.64 * (REPEAT TUTORIAL $89.76 *)**
- Prepare for the teaching of procedures for each tutorial
- Refill hygiene supplies
- Tutor groups of students in tutorials
- Work through tutorial exercises with the class
- Regularly demonstrate procedures to entire class
- Enforce appropriate laboratory behavior
- Contribute to the development of practical and written assessments
- Mark assignments
- Be available for consultation with students and meetings with the Unit Convenor

**ASSISTANT COORDINATOR: $160.28 (REPEAT ASSISTANT COORDINATOR $106.85)**
- 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: $182.23 *
- Preparation and delivery of lectures plus all other academic tasks associated with the portion of the unit in which the staff member is lecturing
- 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: $44.88 *
- All assessment other than contemporaneous assessment. (Contemporaneous assessment is that which takes place during a class.)

*The above are normal rates of pay, not PhD or specialised rates of pay.

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