



MACQUARIE  
UNIVERSITY  
FACULTY OF SCIENCE

Department of Chiropractic

### **Job Descriptions for Casual Academic Staff positions to be filled in 2014**

In accordance to the University's academic restructuring, the Department of Chiropractic has aligned workload models with the 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 effective 27 June 2013. For each paid Tutorial or Lecture the incumbent is required to perform one hour each of Preparation, Delivery and other associated work eg consultation, attendance at meetings etc.

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

<b>Task</b>	<b>Tutor</b>	<b>Assistant Coordinator</b>
<b>A</b>	1 hour delivery	1 hour delivery of class material
<b>B</b>	1 hour preparation	1 hour preparation
<b>C</b>	1 hour other associated work ie consultation, meetings etc	1 hour other associated work ie consultation, meetings etc

#### **DEMONSTRATOR: \$42.30 (TASK A)**

- Prepare for the teaching of procedures for each tutorial
- 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

#### **TUTOR: \$126.91 (TASKS A+B+C) AND (REPEAT TUTORIAL \$84.61) (TASK A+C)**

- Tutor groups of students in tutorials
- Prepare for the teaching of procedures for each tutorial
- Work through tutorial exercises with the class
- Regularly demonstrate procedures to entire class
- 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: \$151.08 (TASK A+B+C) (REPEAT ASSISTANT COORDINATOR \$100.72) (TASK A+C)**

- 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 (ie manuals, workbooks, etc.)
- Assist Convener with coordinating Tutor Presentations
- Coordinate attendance keeping

- 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: \$176.92 (TASK A+B+C) (REPEAT LECTURE \$117.94) (TASK A+C)**

- 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.

Written 26 September 2013