

## **DISCIPLINE PROFILE FOR THE POSITION OF CO-ORDINATOR (LEVEL OF LECTURER) IN THE CONTINUING EDUCATION PROGRAM**

The profile of the position when it was first created at the salary level of Lecturer in 1979 was as follows :

'The School of Modern Languages at present offers seventy courses within the University's Continuing Education Program. Arabic, French, German, Greek, Indonesian, Italian, Japanese, Professional English, Russian, Spanish, Turkish, Vietnamese and Conference Interpreting are taught by a staff of thirty-four part-time tutors, with a total enrolment of approximately 1,400 students. Some of the courses, which are normally of two hours' duration per week, are held during the day and others in the evening. Most are taught in two fifteen-week sessions, while some more intensive courses are offered during the University's Long Vacation.

One of the duties of the Co-ordinator will be to give the necessary leadership and direction to the tutors, both at the University itself and in the various off-campus centres in the city and suburbs. This will involve the evaluation of existing courses and the development of new approaches in the field of second-language learning. It is therefore essential that the successful candidate be an experienced lecturer and it is envisaged that the person would teach two of the courses (i.e., approximately four hours per week) in one of the languages offered.

The off-campus courses represent a very special responsibility, and are primarily intended for those requiring a knowledge of community languages for professional purposes. The Co-ordinator will be expected to investigate community needs in this area and to examine the ways in which the Continuing Education Program can best cater for them.

As the Co-ordinator will also have a number of administrative duties, proven ability in this area is essential. One of the most important of these duties will be the general supervision of the Language Laboratory staff. The laboratories are now being used to their maximum capacity, mostly for the Continuing Education Program, and are staffed by a Senior Technician, a Tape Librarian and a number of part-time assistants.

Other administrative duties that the Co-ordinator will be expected to perform, with the assistance of a Clerk-Typist, are : the handling of enquiries concerning the courses; the enrolment of students, including placing them in classes at the appropriate level; the recruitment, and arranging for payment, of tutors; the organising of class-room and laboratory accommodation; the preparation and distribution of information booklets; the processing of fees and receipts; the preparation of class rolls; making arrangements for the printing and photocopying of teaching materials; the organisation of textbooks, involving liaison with tutors, publishers and booksellers; the recording of minutes of meetings of the School's Continuing Education Program Advisory Committee.

Moreover, the program, although now fairly well known to the general public, needs to be promoted further in government and business circles, among those working with migrant groups, and in the community at large. The Co-ordinator's duties would therefore include a certain amount of public relations work.

As this is an otherwise normal academic position, equivalent in salary to that of a Lecturer, appropriate qualifications and experience are required. However, because of the administrative nature of the position, attendance at the University during business hours and throughout the year will be essential. Provision has been made for a probationary period of three years, and if the successful applicant proves satisfactory, tenure will be granted at the end of that time.'

June 1995

## **DISCIPLINE PROFILE FOR THE POSITION OF CO-ORDINATOR (LEVEL OF SENIOR LECTURER) IN THE CONTINUING EDUCATION PROGRAM**

The Co-ordinator will give necessary leadership and direction to the tutors and develop approaches in the field of second-language teaching and learning. The Co-ordinator should therefore be an experienced lecturer with an appropriate background in foreign language teaching and research. The Co-ordinator should also have a background in administration, particularly in tertiary education.

### **ADMINISTRATIVE DUTIES AND RESPONSIBILITIES**

The administrative duties and responsibilities of the Co-ordinator would include :

- Service as Secretary to the Continuing Education Program Advisory Committee. The Secretary liaises with the Convenor, arranges meetings, circulates the agenda, advises the Convenor, takes and circulates minutes. As Co-ordinator, the Secretary is responsible for executing recommendations of the committee once they are ratified.
  
- Management and day-to-day operations of the Continuing Education Program office:
  - Recruitment of tutors
  - Interviewing and advising enquirers on courses and appropriate entry levels
  - Advertising and public relations
  - Processing of fees and consideration of refunds according to regulations
  - Organisation of text book requirements, including liaison with tutors, publishing of textbooks
  - Planning and preparation of each semester and year program
  - Co-ordination of Language Laboratory, Listening Room and Video Room timetable for all School users
  - Supervision of Tape Library staff and day-to-day operations of Tape Library and Language Laboratories
  - Liaison with appropriate government and other public bodies to promote program
  - Design and publishing of half-yearly brochure
  - Supervision of tutors, attendance, payment
  - Timetabling and accommodation of all courses
  - Budget preparation and monitoring of budget so that targets are met

### **TEACHING RESPONSIBILITIES**

Since the courses should be of the highest standard commensurate with those expected of a university, the Co-ordinator will be an experienced lecturer, with a strong background in university language teaching. It is expected that the Co-ordinator will teach for approximately four hours per week in the program, and contribute if possible to the teaching program of the School in an appropriate discipline.

The Co-ordinator should also take steps to ensure that his / her teaching standards are of a quality that will set standards for tutors.

#### **LEADERSHIP AND DIRECTION OF TUTORS**

As the quality of teaching in the program depends to a great extent on the quality of its tutors and the way in which teaching aims and objectives are fulfilled, it is essential that the Co-ordinator recruit tutors of a high standard, who are appropriately qualified, competent and experienced and whose demeanour will project a professional image for the School and the University.

The Co-ordinator will give guidance and support academically, by example, and materially, by providing consultation, up-to-date information, texts and other teaching materials, by encouraging tutors to attend conferences, gain qualifications, seek overseas scholarships, and by generally ensuring an atmosphere of professionalism.

#### **RESEARCH**

The Co-ordinator should undertake research, primarily in areas appropriate to the position and to the language in which he / she specialises. Outside study leave should reflect these areas, and publications should be largely in refereed journals of repute, whether published in Australia or overseas.

#### **SERVICE WITHIN AND OUTSIDE THE UNIVERSITY**

The Co-ordinator should participate in the general work and well-being of both the School and the University, by serving on committees and in other appropriate activity. The person should also seek to promote the work of the University, and especially the School and its Continuing Education Program, to public bodies and organisations and to the general community outside the University.

June 1995