

## Assessment Design Coordinator

Faculty of Business

Position Number	647803
Campus	Albury-Wodonga, Bathurst or Wagga Wagga
Classification	Academic Level B/C
Nature of Employment	Fixed Term (approx 2 years)
Workload arrangements	The workload arrangements for this position are different to those under clause 30 of the <i>Charles Sturt University Enterprise Agreement 2010-2012</i> . The incumbent will be expected to perform specific tasks associated with this position and the allocation of his/her workload shall be determined by his/her supervisor.
Employee Contribution to Superannuation	7% (flexible contribution options available)
Employer Contribution to Superannuation	17%
Workplace Agreement	Charles Sturt University Enterprise Agreement 2010 - 2012
Date Last Reviewed	19 July 2013

### Faculty of Business – Organisational Environment

The Faculty of Business has over 9,400 students and approximately 175 academic and general staff. The Faculty offers a wide range of courses in Business, IT, Computing and Mathematics, and is recognised internationally for the quality and diversity of the courses. Many of our courses are accredited with relevant government and industry bodies, and our Workplace Learning program ensures students are equipped to tackle real life situations whilst building relationships within the business world.

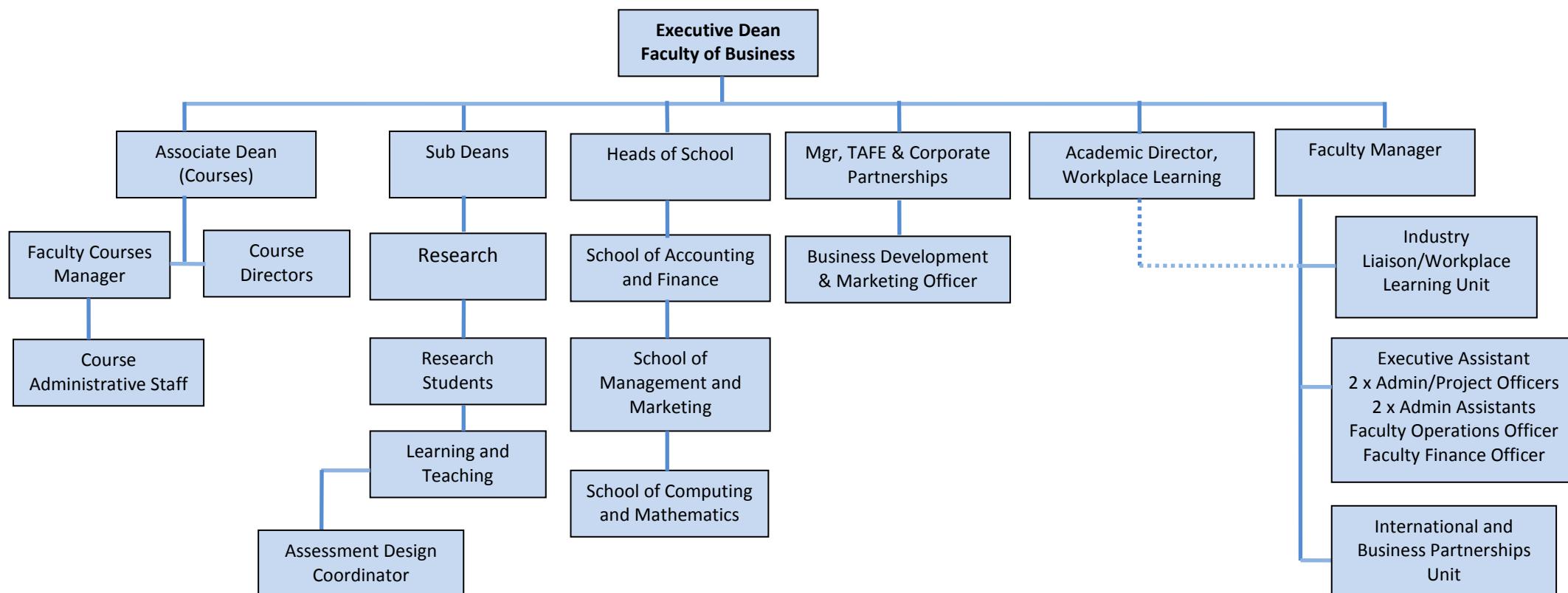
The Faculty has also developed a specialised Courses Unit to oversee the evolution of all courses offered by the Faculty and to ensure we continue to exceed industry, student and University expectations.

The Faculty has three Schools; Management and Marketing; Accounting and Finance; and Computing and Maths, variously located on Albury, Bathurst, Dubbo, Orange, Port Macquarie and Wagga Wagga campuses. In addition, our courses are offered through our partner sites at Study Centre Sydney and Melbourne.

Our Schools offer on-campus and distance tuition in a range of disciplines including Business Administration, Accounting, Banking, Finance/Financial Planning, Human Resource Management, Industrial Relations, Marketing, Management, Leadership, Computing, Games Technology, Statistics, Information Technology (IT) specialisations, Project Management and Applied Mathematics, and offer credit pathways for TAFE and other institutions.

The Faculty also offers honours and research degree post-graduate programs on-campus and by distance, as well as through various TAFE partners.

## Organisational Chart



## Reporting Relationships

This position reports to: Sub-Dean, Learning and Teaching

This position supervises: N/A

## **Position Overview**

The objectives of the position are to ensure the successful integration of workplace learning assessments in appropriate subjects across the Faculty and to support the implementation of the updated CSU Assessment Policy in all subjects across the Faculty. This will involve working collaboratively with the WPL team, Subject Coordinators and Educational Designers. It will also include the development of an evaluative process to ascertain the quality of the assessments, the impact on student learning and outcomes related to staff.

## **Principle Responsibilities**

- Provide leadership in the design and development of constructively aligned work integrated assessment in Faculty of Business subjects.
- Collaborate with Subject Coordinators and Educational Designers providing expert assistance on the design and development of criterion referenced assessments in face to face and online learning environments.
- Support the professional development of academic staff in the design of constructively aligned assessment in Faculty of Business subjects.
- Develop an appropriate evaluative tool to assess the progress and success of WPL assessment in particular and the implementation of the updated CSU Assessment Policy in general.
- Provide planning support to the Academic Director Workplace Learning for the enhancement of work integrated assessments in Faculty subjects.
- Provide planning support to the Sub-Dean, Learning and Teaching for the enhancement of criterion-referenced assessments in Faculty subjects.

## **Selection Criteria**

### **Essential criteria for appointment at Level B**

1. A doctoral or masters qualification; or equivalent accreditation and standing and a record of research/professional activity which demonstrates a capacity to make an autonomous contribution
2. Graduate Certificate or higher qualification in Education
3. Tertiary teaching experience
4. Demonstrated experience in the design and development of work integrated assessments and criterion-referenced assessments.
5. Proven ability to lead cooperative work with a range of professionals of varying expertise. .
6. Proven ability to prioritise competing deadlines and achieve successful outcomes.
7. Excellent written and verbal communication skills.
8. Well developed interpersonal skills including the ability to work in a team and manage timelines.
9. An interest in innovation in the online learning environment.
10. Willingness and ability to travel between campuses as required by the position.

### **Essential criteria for appointment at Level C**

1. A doctoral qualification; or equivalent accreditation and standing and a record of significant academic achievement at a national level.
2. Graduate Certificate or higher qualification in Education
3. Extensive tertiary teaching experience
4. Demonstrated national standing in the design and development of work integrated assessments and criterion-referenced assessments.
5. Proven ability to lead cooperative work with a range of professionals of varying expertise. .
6. Proven ability to prioritise competing deadlines and achieve successful outcomes.
7. Excellent written and verbal communication skills.
8. Well developed interpersonal skills including the ability to work in a team and manage timelines.
9. An interest in innovation in the online learning environment.
10. Willingness and ability to travel between campuses as required by the position.

### **Desirable for appointment at Level B/C**

1. Experience in working in the online environment

#### **Further information is available from:**

Warwick Baines  
Sub-Dean, Learning and Teaching  
02 6338 4438  
[wbaines@csu.edu.au](mailto:wbaines@csu.edu.au)

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/)

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884 or 1800 688 117.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/benefits/>

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>

Further information regarding the policies and procedures of CSU can be found in the Administration Manual at: <http://www.csu.edu.au/adminman/hum/humanresources.htm>

Further information on Delegations is available at <http://www.csu.edu.au/adminman/del/>

**Code of Conduct:** <http://www.csu.edu.au/adminman/hum/CodeOfConduct.doc>

**CSU Enterprise Agreement 2010 -2012:** <http://www.csu.edu.au/division/hr/enterprise-agreement.pdf>