**JOB DESCRIPTION**

**JOB TITLE:** *ASSOCIATE DEAN, YARRA THEOLOGICAL UNION*

**JOB TYPE:** *This is a full time job, for a fixed term of two years, with the possibility of reappointment at the end of that term.*

**LOCATION:** *The successful applicant will work at Yarra Theologiocal Union, 98 Albion Road, Box Hill.*

**SUPERVISOR/MANAGER:** *The successful applicant will report directly to the Academic Dean of YTU.*

**MAIN DUTIES/RESPONSIBILITIES:**

*ASSISTANCE TO THE ACADEMIC DEAN*

* Significant assistance with / management of the unit approval process, especially in relation to the Unit Management System (UMS)of UD
* Significant assistance with publication of information relating to units via such means as the YTU Handbook, Prospectus, and/or the UMS
* Involvement in course reviews, working groups and other committee work within UD.
* Strengthening the teaching ministry of YTU, In conjunction with the Dean
* Assist Academic Dean in quality assurance matters (including preparation of staff accreditation, course modification submissions, moderation of assessment)
* Assist with student support

*Where required*:

* Authorizing Dean’s extensions when Dean not available
* Course advising of students and assistance in the enrolment process
* Checking eligibility to graduate
* Deputising for Academic Dean in his absence, including at UD Academic Board.

*TEACHING*

The successful applicant will be required to teach a half teaching load, that is two units each semester. This will need to fit within the current YTU Curriculum Framework (available on application to the Academic Dean).

*RESEARCH*

The successful applicant will contribute to the research profile of YTU by engaging in academic research oriented towards publication. It is expected that the applicant would be working towards achieving or maintaining research active status as defined by the University.

***The loading of duties is 40% assistance to the Dean; 40% teaching; 20% research***.

**MEMBERSHIPS**

* Academic Leadership Group
* Education Board (subject to co-option)
* Appropriate Department

**SKILLS & EXPERIENCE**

**Qualifications:**

* *A doctoral level qualification in theology or a related discipline*
* *Ability to be accredited by University of Divinity to teach within the University*

**Experience:**

*Experience in teaching theology or a related discipline, ideally within University of Divinity*

*Experience in (academic) administration.*

**Skills:**

* *Excellent verbal and written communication*
* *Organised and able to meet deadlines*
* *Strong interpersonal skills*
* *Ability to work as part of a team and to take leadership role within a team*
* *Ability to work ecumenically*
* *Ability to use standard word processing and spreadsheet programs (Word, Excel, Powerpoint) as well as UD Database (Paradigm) and Learning Management System.*

**OTHER**

**Remuneration:**

This role is set at HEW C.1 on the HEW Academic Staff scale.

**Application:**

Supply your *curriculum vitae*, together with a covering letter and the names and contact details of two referees to the chair of search committee, Rev Dr Chris Monaghan CP, <[president@ytu.edu.au](mailto:president@ytu.edu.au)> by Thursday June 17th