

Position: Program Coordinator & Lecturer, Early Childhood Courses (Postgraduate)

Location: Melbourne Campus

Employment type: Full-time

Award: Educational Services (Post-Secondary Education) Award 2020

Classification: Level C

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at bachelor's and master's degree levels, to Australian and International students.

The Role:

We are seeking a proficient **Program Coordinator & Lecturer in Early Childhood Courses** to join our Melbourne campus team during this period of growth. Your primary focus will be coordinating postgraduate level courses encompassing:

1. Graduate Diploma Early Childhood Education
2. Master's Degree of Early Childhood Education

As a pivotal member of our team, you will spearhead a dynamic and collaborative academic setting, harmoniously aligned with MIT's ethos and objectives. Your role is central in steering and administering the daily operations of the postgraduate programs in early childhood education, marking a significant contribution towards achieving MIT's strategic goals. You will be at the forefront of nurturing employable, lifelong learners, reflecting MIT's dedication to educational excellence and sustainability.

Key Responsibilities:

- **Curriculum Design, Revision, and Delivery:** Play a critical role in enhancing the curriculum, ensuring the delivery standards and actively involving in the accreditation process.
- **Learning & Teaching:** Implement best practices in teaching, develop innovative teaching strategies, and engage actively with industry stakeholders to enrich student learning experience. Teaching load: 10 hrs/week.
- **Planning, Policy Development, and Compliance:** Actively contribute to MIT's strategic planning and policy development, ensuring adherence to relevant policies and regulations.
- **Student Matters:** Serve as a guiding figure, offering support and counselling to students, and facilitating early interventions for at-risk students.
- **Staff Development:** Managing and developing staff members by providing guidance, support, and necessary training.
- **Special Projects:** Efficient execution of assigned special projects and other tasks.

Position Description can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

Qualifications, Skills and Competencies

1. A bachelor's or postgraduate teaching degree in Early Childhood Education.
2. A doctorate in a discipline pertinent to the field of Education.
3. Previous experience at a Level C – Senior Lecturer position.
4. Significant contributions to teaching and learning with a notable impact on student outcomes.
5. Demonstrated experience in implementing innovative teaching methods and contributing to learning & teaching literature.
6. Excellent communication skills including oral, written, interpersonal, and presentation abilities.

More information:

Kevin Procter - People & Culture
03 8600 6749 / kprocter@mit.edu.au

Applications must include an updated resume with 3 professional referees.

Applications close on **Sunday, 10 December 2023**.

Apply: via SEEK <https://www.seek.com.au/job/71628378>

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.