

Position Summary

Casual laboratory demonstrators within the School of Physics are important members of the school's teaching program. You will prepare and conduct practical laboratory activities, consult with students & provide feedback, attend meetings as required by the subject coordinator. If you are new to the Faculty, you will be required to attend the Faculty Sessional Academic induction and training as well as a School welcome. You will also be required to complete all relevant training (LMS, Themis etc.)

The primary responsibility of a demonstrator is to successfully run and manage their assigned practical task within the subject's program. The laboratory program:

- Encourages a closer interaction between staff and students.
- Encourages students to review and discuss experimental outcomes.
- Encourages students to review and discuss issues raised at the lectures.
- Encourages students to practice their experimental skills and analysis
- Facilitates an opportunity for students to collaborate and work in groups.

Key Responsibilities

Casual demonstrator:

- Expected to complete all trainings required by the School of Physics.
- Attend meetings as required by the Subject Coordinator.
- Conduct laboratory sessions to the standard of the School of Physics. This includes preparing before lab session and assist students during laboratory session.
- Work closely with students during lab sessions and guide them through experiments.
- Mark students' lab workbooks and provide timely feedback to students accordingly.
- Manage and administrate students' results.
- Keep accurate attendance record in conjunction with the Subject Coordinator and in line with University Policy.
- Promote & uphold laboratory safety.

Selection Criteria

Essential

- Minimum of bachelor's degree in a relevant discipline.
- a relevant discipline for graduate subjects.
- Knowledge and understanding of the subject-matter (physics).
- Excellent communication and presentation skills.
- Ability to manage and facilitate informed group activities.
- Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines.
- Ability to commit to a minimum number of work hours as required by the course coordinator.

Desirable

- Previous experience working in a Physics Laboratory, preferably in the higher education sector in Physics.

School of Physics

Casual Employment Position Description

[Casual Lab Demonstrator]

CEPD No. 1.0

Date: 08/07/2020

Authorized by: Jacinta Den Besten

Special Requirements

- Demonstrators are expected to create a University staff email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff e-mail account.
- A current Working with Children Check is required as a pre-requisite for employment.

Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

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