



Position Description – Associate Lecturer (Education Focused)

Position Details

Position Title: Associate Lecturer

College/Portfolio: CoBL **School/Group:** School of Economics, Finance and Marketing

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: Academic Level A

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Head of Department, Marketing

No. of Direct reports: None

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

The College of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 1000 staff and delivers programs to approximately 30,000 students (20,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state of the art Swanston Academic and Emily McPherson buildings.

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For further details about the College, please visit:

<https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business>

Position Summary

The Associate Lecturer (Education Focused) will be required to teach and conduct classes in disciplines relevant to their field of expertise, with support and guidance, and assist in the academic and administrative, consultative and coordination tasks. Functions associated with the position include teaching and delivery of course content and course administration in line with the University's quality assurance requirements. The Associate Lecturer (Education Focused) is also required to undertake research/scholarship activities to enhance the educational experience.

It is expected that the Associate Lecturer (Education Focused) will work with support and guidance to develop expertise in educational practice with an increasing degree of autonomy.

As an education focused academic, they will contribute to the education community.

Key Accountabilities

1. Teach, with appropriate support and guidance relative to skills and qualifications, primarily at undergraduate and graduate diploma level.
2. Work with Course Coordinator and team to assist with designing learning, assessment and course resources.
3. Provide inclusive learning and teaching environments that support student belonging.
4. Engage in scholarly and/or research activities and professional activities appropriate to the profession or discipline including peer exchange and reflection, publishing and presenting at conferences and forums; contributing to external funding submissions.
5. Participate in professional development and collaborative professional learning.
6. Participate in School governance activities as requested, and undertake administration related to the position.

Key Selection Criteria

1. Demonstrated ability to prepare and teach programs at undergraduate and graduate diploma levels, including online delivery, and the ability to assist to produce high quality curriculum or program materials.
2. Passion and commitment for innovation of education and learning.
3. Demonstrated ability to inspire, work effectively with students from diverse backgrounds, and negotiate sensitively.
4. Evidence of research_output including publications, conference contributions and/or technical reports in the field.
5. Ability to generate alternative funding projects through effective liaison with industry and government.
6. Ability to work autonomously whilst displaying a strong commitment to work in a team environment.
7. Proven ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.
8. Demonstrated high level of communication skills.

Qualifications

Mandatory: 4 years of tertiary study, or equivalent qualifications and experience

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Preferred: Completion of the [Intro to Learning and Teaching Course \(Login required\)](#) or possess (or eligible to apply for) appropriate [HEA Fellowship \(login required\)](#).

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.