

#  **Position Description**

# **Lecturer / Coordinator in Christian Studies**

**Position Title:** Lecturer in Christian Studies

**Reports to:** Dean, School of Social Sciences and President

**Type of Employment:** Permanent Part-Time (0.6FTE)

**Classification:** Academic

**Remuneration:** CHC Academic Level A/B/C

**Further Information:** Dr. Stephen Beaumont, Dean, School of Social Sciences

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## **BACKGROUND**

CHC has offered higher education courses since 1986 and is student centric in its focus. The Lecturer/ Coordinator in Christian Studies at CHC provides students in the Schools of Education and Humanities, Business and Social Sciences with the core Christian Foundations units undertaken during courses at CHC. The position is a combination of academic (lecturing 2 units); administrative duties as required of a course coordinator; and supporting students’ spiritual care as required.

## **SCOPE OF THE POSITION**

The position reports directly to the Dean, School of Social Sciences. However, as the core Christian Foundations units have a College-wide role in developing and sustaining Christian thinking across all CHC programs, the Lecturer/ Coordinator in Christian Studies will also report to the President of CHC and from time to time liaise with the Deans of other Schools of the College.

The Lecturer/Coordinator in Christian Studies will be deeply engaged in the formation of Christian thinking in the lives of students and in supporting the Christian ethos of the College, across all of the College’s academic organisational units through the teaching of core Christian Foundations units and some extended responsibilities in fields such as Spiritual Formation or Pastoral Care are expected.

## **DUTY STATEMENT**

**Teaching**

* Teaching that includes preparation and delivery of class and virtual sessions (lectures and tutorials where applicable) in accordance with approved unit outlines, including development of learning resources for CHC’s online learning management system. Class sessions are offered in various modalities including onsite, hybrid and online formats.
* Preparation and marking of assessment items in accordance with approved unit outlines and administrative functions associated with student learning and assessment;
* Curriculum and course development, including reviewing and revising unit outlines in the context of a biblical worldview
* Engage in periodic reviews of the effectiveness of the courses to support accreditation and college assessment needs;
* Engage in student and sessional faculty mentoring activities;
* Keeping up to date with teaching pedagogy and instructional technology;
* Contributions to the relevant profession, and/or discipline;
* Active scholarship;
* Consultation with students;
* Participation in School of Social Science and CHC meetings;
* Undertake the role of Course Coordinator if required;
* Other duties as assigned by the Dean

**Scholarship and Research**

* Keeping up-to-date with theoretical and empirical research in area(s) of expertise
* Publishing scholarly articles in professional periodicals and academic journals, including reportable publications
* Undertaking research that leads to scholarship of teaching & learning

**Community Life**

* Encouragement of spiritual growth and development of students and colleagues
* Engage in other activities in pastoral care or spiritual formation of students
* Attend college and school meetings
* Accept leadership responsibility for divisional or committee activities
* Engage in or sponsor campus programs and activities
* Active participation in recruiting activities as led by marketing office

**General**

* Actively contributing to school-based and CHC-wide committees, including the School Board of Studies
* Actively contributing to CHC-wide committees

## **WORKPLACE HEALTH AND SAFETY**

All employees have an obligation to comply with CHC’s workplace health and safety policies, procedures and instructions to ensure a safe workplace

## **EQUAL OPPORTUNITY**

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

## **STAFF DEVELOPMENT**

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

## **USE OF EQUIPMENT/PROGRAMS**

During the performance of duties, the lecture in Christian Studies is expected to operate the following:

* Personal computers and Microsoft Office suite of applications
* A variety of web browsers
* Moodle™ software
* Moodle, Turnitin and Flex software
* Electronic whiteboards, data projectors
* Office equipment e.g. printers, photocopiers, facsimile machines

Specific training in the above may be provided if required.

**SELECTION CRITERIA**

### **Qualifications**

* A relevant Master’s degree in Biblical, Studies, Theology, Ministries or related field. Doctorate preferred.

### **Knowledge and Skills**

### Well-developed communication and teaching skills

### Ability to establish and maintain rapport with students and other audiences

### Knowledge of Pentecostal and other Christian theologies

* Advanced pastoral care skills

### **Experience**

### Experience in teaching in university, school, or church settings

### **Desirable**

### A track record of scholarship in Christian Studies or related fields

### Experience in using Moodle and other digital media to enhance students’ learning experiences.

### Experience in curriculum design and review

### **Key Selection Criteria**

The successful candidate will possess:

* The desire and ability to work in a collaborative, team environment.
* Innovation and the ability to operate in a sometimes fast-paced environment.
* The ability to learn and disseminate detailed information using a high level of interpersonal skills.
* Excellent oral and written communication skills.
* Self-motivation, excellent time management, and organization skills.
* Experience utilizing a diverse range of technologies.
* Demonstrated advanced levels of pastoral care skills
* Evening and some weekend work may be necessary to fulfill job responsibilities.
* Demonstrated ability to relate to, and tutor, higher education students, identifying and working with the diversity and range of cultures, backgrounds, abilities and needs.
* Proficient and well-developed literacy and communication skills to deal with both staff, students and external bodies at all levels.
* Competent academic writing skills and familiarity with referencing styles and assessment presentation requirements.
* A demonstrated ability to be highly self-motivated.

**Personal Qualities**

* Adherence to the Christian faith and evidence of mature Christian character
* Demonstrated sympathy with the INC Statement of Faith and the nature and aims of Pentecostal/Charismatic Christianity
* Commitment to the values articulated in the CHC mission statement
* Commitment to active involvement in a local church
* Interest in and care for students
* The ability to be self-motivated and to work independently
* The ability to work as part of a team with other academic staff, especially in curriculum development and review
* Well-developed interpersonal skills