



POSITION DESCRIPTION

Position Title:	Course Coordinator
Employer:	UQ College (UQC)
Reference Number:	UQCHR22072025
Type of Employment:	Continuing
Remuneration:	\$108,812.00 + superannuation

DUTY STATEMENT

Primary purpose of position

The appointee will support the Managers – Academic Pathways for the delivery and development of high-quality academic pathways for international and domestic students on a pathway to The University of Queensland.

Duties:

- Demonstrate leadership in contemporary best practice in innovative curriculum design and delivery of allocated courses in academic pathway programs
- Oversee curriculum and assessment development and projects for academic pathway programs
- Coordinate the duties of teaching staff within course teams
- Assist the Managers – Academic Pathways with the recruitment, induction, and lesson observations of teaching staff
- Assist with the academic monitoring and the academic counselling of students
- Teach to a maximum of 0.6 FTE over the calendar year
- Maintain teaching credentials and expertise through attendance at appropriate professional development events
- Undertake specific duties as directed by the Managers – Academic Pathways

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the [University's Code of Conduct](#)
- A valid Blue Card – Queensland's Working with Children Check (or approved exemption) is required for this position. All staff are expected to treat students and participants, including young learners, with respect and understanding and to address their concerns at all times. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by UQC and the University

- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- Requirements of the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2018 and associated legislation, and related [responsibilities and procedures](#) developed by the University.
- Staff will be required to work 38 hours per week between the hours of 8:00 am and 6:00 pm Mon-Fri and will, on occasion, be required to work additional hours outside of these.

Reporting Relationships

The position reports to the Manager - Academic Pathways

Flexible Work Policy

UQC is committed to maintaining a vibrant education environment, while also accommodating flexible work for staff.

UQC recognises the importance of staff being physically present on College sites to:

- maximise the student and staff experience;
- build productive teams and strengthen organisational culture;
- enable the exchange of ideas; and
- maintain a functional campus/site environment.

The UQC Flexible Work Policy is available here: [UQC Flexible Work Policy](#)

SELECTION CRITERIA

Essential

- A Bachelor's degree in a relevant discipline and a formal teaching qualification e.g. Grad Dip Ed
- At least 5 years' relevant teaching experience and demonstrated specialist knowledge and skills in the discipline area of the Course Coordinator position.
- Demonstrated knowledge, skills and experience in the management and development of academic pathways courses
- Demonstrated experience in undertaking course or year level coordination, and/or curriculum management duties
- Demonstrated experience in team leadership
- Demonstrated understanding of QCAA frameworks
- A team player with excellent interpersonal and communication skills, and demonstrated ability to work collaboratively and flexibly with all colleagues across UQC and the University
- Proven ability to remain calm under pressure, to manage time effectively and to find quick and appropriate solutions to problems and challenges in a complex work environment

Highly Desirable

- A Certificate IV in Training & Assessment (TAE40116) or higher
- Knowledge of the VET Quality Framework and the role of ASQA
- Evidence of ongoing professional development and experience in teaching mature aged students
- Experience working in the tertiary pathways/higher education sector
- Demonstrated specialist knowledge and skills in educational technology
- Demonstrated specialist knowledge and skills in assessment development and administration
- Experience in the organisation and delivery of in-service professional development sessions for teaching staff

Further information

For further details please contact:

Ash Moor, Manager – Academic Pathways, UQ College

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