

PROJECT OFFICER

Position Title:	Project Officer
Position details:	Reports to Executive Officer
Service Fraction:	0.6-0.8 TBC
Remuneration	\$56,000 FTE plus 9% superannuation
Term:	July 2010 – February 2012
Location:	Canberra

Australasian Council of Deans of Arts, Social Sciences and Humanities (DASSH)

DASSH is the authoritative agency on research, teaching and learning for the Arts, Social Sciences and Humanities (ASSH) in Australian and New Zealand universities.

Its purpose is to lead and promote the arts, social sciences and humanities, nationally and internationally. DASSH reaches Deans and Associate Deans, academics in research & teaching in ASSH disciplines in 44 institutions in Australia and New Zealand. It has strong relationships with Government, industry and allied and related organizations.

DASSH is active in the following areas:

- ❖ Advocating for research, teaching & learning of ASSH in universities
- ❖ Promoting the contribution of the sector
- ❖ Facilitating a national approach to policy & issues impacting on ASSH
- ❖ Building a network of Deans, Associate Deans and aspirants
- ❖ Providing professional development to members
- ❖ Delivering the *DASSH Discipline Support Strategy for ASSH*

In 2009, DASSH was awarded a grant from the Australian Learning and Teaching Council to develop and implement the DASSH Discipline Support Strategy (DSS). A key plank of the DSS is the Associate Deans Learning and Teaching Network that came into existence at the 2009 DASSH Conference.

DASSH was established in 2002 and became an incorporated body under the Associations Act (ACT) in 2004. In 2008 it appointed an Executive Officer and established its first national office in Canberra. A full time Executive Officer and part time book keeper/finance officer staffs the DASSH office. A volunteer Board that meets quarterly governs DASSH. There is an annual conference and other member events held on a needs basis.

THE POSITION

The primary role of the Project Officer is to manage and implement the DASSH Discipline Support Strategy. This includes desk research for projects.

Other roles will encompass the general activities of a small, not for profit, member driven organisation.

The Project Officer will need to be versatile, flexible and adaptable to working in a small office environment.

Some very limited travel may be involved.

ACTIVITIES

1. Manage and run the activities of the DASSH Discipline Support Strategy including:

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- Support to the Associate Deans Learning and Teaching Network national meetings – logistics, agenda preparation and content
 - Monitor the DSS budget
 - Document proceedings and outcomes
 - Assist in reporting on the DSS
2. Devise, plan and manage DSS and DASSH projects. Projects identified to date are:
- a. ADLT job descriptors – collect and collate from ADLTN members
 - b. Literature review on low SES
 - c. Identification of creative and performing arts within arts faculties
 - d. Mapping academic standards assessment structures (case studies to be collected, collated and reported at the 2010 national meeting)
 - e. Update the Bachelor of Arts profiles for each member institution
3. Assist DASSH communications, focusing on the network, using the DASSH website and content management system
4. Assist with the general activities of a small, not for profit, member driven organization, including if necessary, budget preparation.

SKILLS AND EXPERIENCE

- a. Development, management and implementation of projects
- b. Working in small and/or not for profit member organizations
- c. Undertake desk research development, implementation and evaluation tasks as required
- d. Information collection, analysis and reporting preferably in an education setting
- e. Empathetic communication and networking skills
- f. Writing for the web, member communications, meeting papers, reports
- g. Using web content management systems
- h. Microsoft Office with advanced skills in Excel
- i. Budgeting and finance

Please submit your CV and covering letter of no more than three pages to:
Ms Deborah Crossing
Executive Officer
eo@dassh.edu.au

BY MONDAY 5 JULY 2010

Further information about DASSH:

www.dassh.edu.au

Queries to:

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