



UNSW
AUSTRALIA

Undergraduate Thesis Coordinator

Position Description

Never Stand Still

Engineering

Computer Science and Engineering

NATURE AND SCOPE

UNSW's aspiration is to continuously improve our position as a leading research-intensive university in Australia and a peer in good standing with the best globally. Its strengths are built on traditions of the highest academic standards, a record of leading the way with industry and community partnerships and a history of engaging internationally. The *UNSW Strategic Intent* reflects our fundamental mission of education, research and community engagement.

The School is the critical work unit to deliver on the academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

The Head of School provides leadership to a group of highly skilled people to carry out the work of the School and is supported by the School Leadership Team, including the Deputy Heads of School, Associate Heads of School, the School Manager (who is responsible for the hands on administrative and operational management of the School) and staff appointed to Director and Coordinator roles.

Associate Heads of School, Deputy Heads of School, Directors and Coordinators are accountable for working collegially and constructively with the Head of School, the School Executive and other academic and professional members of staff within the School to lead its strategic direction and overall research performance, student education experience and community engagement.

Job Purpose

The purpose of the Undergraduate Thesis Coordinator is to assist the Program Directors and Deputy Head of School – Education in the leadership of the School's undergraduate thesis including Final Year undergraduate theses and COMP3901, and ensuring its smooth running.

Commencement Date

The commencement date is negotiable. The normal commencement date for Thesis Coordinator is at the start of the first or second teaching Semesters.

Term of Appointment

The term of appointment is negotiable. The normal term of appointment as Thesis Coordinator is for 2-3 years.

Workload Management

The Program Directors will be offered workload relief for their term by negotiation. Workload would normally be considered Low under the CSE workload model.

DUTIES

- Member of the Education Committee
- Member of Faculty UG thesis working party
- Overall management of the Undergraduate Thesis program.
- Liaise with the Student Office with regard to the administrative management of the Thesis program
- Ensure the currency/quality of project descriptions on MyCSE Thesis Topic Database
- Ensure that supervisors/assessors understand their roles/responsibilities in UG Theses
- Oversee allocations of students to projects/supervisors
- Maintain the UG Thesis Course Web site
- Deliver introductory UG Thesis lecture
- Develop and curate online resources on “How to do a Thesis”, including developing the project, literature search/review, referencing/citation, reporting experiments, statistical analysis (through the UG Thesis Course Web site)
- Ensure that Week 7 Thesis A Presentations and Week 11 Thesis B Demos run smoothly
- Oversee the submission and marking of theses
- Organise the Thesis Showcase evening (week 13)
- Deliver the introductory UG Thesis
- Evaluate the quality of supervision and report to HoS and DHoS(Edu)
- Liaise with other UG Thesis Coordinators in the Engineering Faculty
- Assist the relevant Program Directors and Deputy Head of School (Education) in developing a strategic direction for the School’s teaching programs.
- Attendance at and assistance with marketing and recruitment activities including, but not limited to, Open Day, Info Day and high school information days.

SELECTION CRITERIA

Essential

1. A demonstrated ability to provide teaching leadership at the School level in Computer Science and Engineering.
2. A demonstrated record of excellence in teaching.
3. Ability and willingness to work with the academic staff of the School in setting and implementing the strategic direction for the School’s undergraduate teaching programs.
4. A record of achievement in implementing equity and diversity policies and programs.
5. Ability and capacity to identify, assess, prioritise and control the risks to health and safety of staff, students and visitors to the work environment.