



## EOI to be Co-ordinator for the AAEE Early Career Academy

The AAEE Executive Committee are seeking EOIs from senior members of AAEE to fulfil the role of Co-ordinator of the Early Career Academy.

The activities of the Academy co-ordinator would include:

- Managing the annual nomination process in collaboration with the EA Secretariat and the AAEE Executive Committee (preparing documentation, answering enquiries, collating submissions, contacting successful applicants)
- Managing recruitment of mentors and matching of mentors with members
- Liaising with annual conference organisers to include a welcome and introduction event at the conference to announce new members of the Academy
- Organize a workshop for Academy members (and possibly mentors) to coincide with the annual conference.
- Organize seminars, workshops or other events for Academy members during the year in line with their identified professional development needs
- Reporting on the Academy through the nominated Executive Committee member to keep the committee up to date with Academy events.

An EOI should be no more than one page in no less than 11 point Arial or Calibri font and include an outline of:

- Your experience on academic promotion panels for positions up to and including Senior Lecturer.
- Your experience managing/mentoring junior academic staff.
- Your previous involvement with AAEE.

Please submit your EOI with a current CV of no more than 3 pages by 30 November, 2020.

For enquiries and submissions, please contact the AAEE Executive Excellence & Education Coordinator & Vice-President: Associate Professor Anne Gardner, School of Professional Practice & Leadership, Faculty of Engineering & IT, UTS, E-mail: [Anne.Gardner@uts.edu.au](mailto:Anne.Gardner@uts.edu.au)