Position Description

Title: Internal Lecturer, Animation & Videogames

Business Division: SAE Milan (Italy) - Academic
Responsible to: Film and Animation Department Coordinator

1. Organisation Background:
Navitas Limited, of which SAE is a division, was founded in 1994 and is a leading global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment. Navitas operates across three Divisions, University Programs, Professional and English Programs and SAE. SAE which was acquired by Navitas Limited in 2011 is the world’s leading educator in creative media industries. Established in 1976, it now spans the globe with 53 campuses in 27 countries. SAE provides education services to over 10,000 students and employs approximately 1500 staff.

2. SAE Culture
Students come from diverse social, cultural, educational and artistic backgrounds, with different personalities and experiences. It is our goal to embrace those differences and to allow each and every student to develop their own individual style and apply it to the industry skills taught at SAE. Our ultimate goal is to prepare the students for a realistic work environment making the course, facilities, lecturers as well as the atmosphere as close to the real world working environment as possible.

3. Overview and Objectives of the Position:
The primary role of an Internal Lecturer is to undertake teaching, assessment and related Academic administration responsibilities for the programmes at SAE Institute, and to enhance the quality of the teaching and learning environments provided by the organisation.
The Game Art and Animation Lecturer supports all the academic tasks of the Campus in cooperation with the academic team (Academic Coordinator, Programme Coordinator, Module Leaders, Senior Lecturers) in order to ensure that all the academic policies and procedures are attended. This role is expected to also provide a practical support on resources, academic issues and department management.
The Internal Lecturer should ensure that designated areas (subjects) of teaching are effectively delivered and assessed in accordance with approved course specifications and module narratives and the relevant the Institute's policies and procedures, and assesses student work fairly, accurately and in a timely fashion.
The Game Art Animation Lecturer is required to take leadership of discipline-specific modules for the development of professional, practical and academic skills in the field of digital imaging, animation, and content creation for video games.
Achieving and maintaining student satisfaction through direct motivation (good communication, regular meetings) and efficient administration (effective delivery...
processes, management mechanisms and evaluation processes) will be a top priority for the role.

4. **Key Relationships:**
   i. Students
   ii. Academic Coordinator
   iii. Programme Coordinator
   iv. Senior Lecturer(s) / Module Leaders
   v. Faculty
   vi. Industry Stakeholders

5. **Key accountabilities that are part of the role:**
   i. Ensure effective implementation of the Institute's policies and procedures
   ii. Enhance the quality of the educational experience for students
   iii. Support and implement the strategic directions of the Institute
   iv. Ensure commitment to professional excellence in learning and teaching
   v. Maintain and enhance professional development and scholarly, creative and industry knowledge
   vi. Liaise closely with the Academic Coordinator and Programme Coordinators to promote consistency in academic standards, student experience and discipline-specific learning activities, with a focus on the fields of digital imaging, animation, and content creation for video games.
   vii. Support students’ professional development and practical skills acquisition as a mentor, guide and tutor
   viii. Respond to queries from students and report to responsible staff member
   ix. Manage students relationship, communication, learning activities and materials through VLE platforms.
   x. Ensure the organisation, preparation and delivery of lectures, seminars, specialised tutoring and/or other class activities related to module(s) delivery.
   xi. Ensure the provision of reliable and timely information to students relating to learning, teaching and assessment throughout the module(s).
   xii. Participate and contribute to preparation, setting, correction, assessment and moderation of relevant course work, and ensure prompt provision of appropriate feedback to students.
   xiii. Ensure the functionality of department equipment and, if it is the case, perform minor repairs.
   xiv. Ensure the functionality of software and collaborate with Admin Department in upgrading and maintaining workstations.
   xv. Check and manage the stocking of consumables needed for programme delivery and equipment maintenance
   xvi. Support students and colleagues in accessing equipment for academic purposes
6. **Key Performance Indicators:**
7. Contribute to maintaining harmonious working relationships within the Institute;
8. Demonstrated performance in teaching, evidenced by positive feedback from students, staff and other stakeholders;
9. Successfully develop and maintain internal and external staff and client relationships;
10. Punctual and accurate assessment and record keeping;
11. Punctual attendance;
12. Ensure attendance of the Institute's formal events as required;
13. Contribution to the development of academic course content at the Institute;
14. Familiarity with the Institute's policies and procedures;
15. All duties are carried out and completed as directed;
16. Implementation of the Institute's management decisions and policies;
17. Timeliness in performance of duties;
18. Online attendance monitoring of students;
19. Maintain department equipment in working order and updated.

20. **Selection Criteria:**

**Essential:**
- Minimum BA (Hons) or BSc (Hons) or equivalent in relevant field of expertise.
- Extensive knowledge of 3D and 2D pipelines for Animation/Game Industry.
- Good knowledge of texturing techniques.
- Extensive knowledge of 3D programs such as Autodesk Maya, Autodesk Mudbox, ZBrush.
- Industry knowledge in the fields of Digital Animation and Game Production.
- Organisational skills;
- Demonstrated high level of interpersonal and communication skills, both verbal and written;
- Ability to organise, prioritise and meet deadlines;
- Proficiency in the use of learning & teaching technologies;
- Advanced computer literacy on both Windows and MacOs environments;
- Demonstrated client service and student-centered orientation;
- Ability to work in and foster a harmonious working environment;
- Willingness to pursue professional development opportunities;
- Mother tongue or equivalent in tuition language (Italian)
- Fluency in English language, both written and spoken;
- Must have working rights for Italy.

**Desirable:**
1. Master's degree or equivalent will be highly valued
2. At least 2 years Tutoring or Lecturing experience.
3. Substantial industry experience will be highly valued
4. SAE graduate and/or SAE experience will be highly valued
5. Good knowledge of ToonBoom Harmony or other advanced animation software
6. Programming and game engines knowledge will be highly valued
Internal Lecturer, Animation and Video Games

€ 9,000 – € 11,000 (depending on qualification and experience)
Part time, Fixed Term - Milan (Italy)

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Achieving and maintaining student satisfaction through direct motivation (good communication, regular meetings) and efficient administration (effective delivery processes, management mechanisms and evaluation processes) will be a top priority for the role.

**Essential Criteria**

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- Proficiency in the use of learning & teaching technologies;
- Advanced computer literacy on both Windows and MacOs environments;
- Demonstrated client service and student-centered orientation;
- Willingness to pursue professional development opportunities;
- Excellent speaking skills in both Italian and English;
- Must have working rights for Italy.

**Desirable Criteria**

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- At least 2 years Tutoring or Lecturing experience.
- Substantial industry experience will be highly valued
- SAE graduate and/or SAE experience will be highly valued
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Further Information can be found in the attached Position Description.

**What we offer**

An attractive remuneration package will be negotiated with the successful candidate. SAE offers outstanding long-term career opportunities within Europe and is an equal opportunity employer.
Enquiries and applications, including a Job Application Form, cover letter clearly addressing the selection criteria and resume, should be sent to Federica Calarco, HRBP, at HR-sweu@sae.edu. Applications close on **Wednesday 31st May 2017.**

We regret that due to the volume of the applications, only successful applicants will be contacted.
Job Application Form

Position applied for: .................................................................................................................................

Campus/Location: .................................................................................................................................

Last/ Current Position: .............................................................................................................................

If Internal Candidate: Navitas / UPD / SAE / other: ..............................................................

Dates employed within Navitas from/to: .............................................................

Personal Details
Surname: ......................................................... Name: ..............................................................
Current Address: .................................................................................................................................
Preferred number................................................... Preferred contact time: ........................................
Email address: .............................................................
Citizenship: .................................................................................................................................
Work Visa Status: .............................................................................................................................

Application Details
Where did you see the job advert? ..............................................................
Did you know about Navitas / SAE prior to submitting your application? Yes / No
In what capacity ..............................................................

Please note that internal applications are welcome. All applications will be treated in exactly the same manner and those short-listed for an interview will be informed of the details of their interview. In the event you are shortlisted for an interview it is important that you advise your line manager that you have reached this stage of the process. In the event that you are offered the role the recruiting manager for this role will contact you and your line manager to discuss appropriate transitional arrangements and commencement dates to ensure continuity of business prior to formalising the arrangements. Please contact GHR if you have any questions about this.

Signature: ___________________________ Date: ___________________________