

## CURRICULUM VITAE

### NAME:

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### EDUCATION:

Graduate Certificate in Higher Education, Griffith University,  
2003

Graduate Diploma in Library & Information Studies, QUT, 1994.

Bachelor of Arts degree, Griffith University, 1992.

Business training at Mt Gravatt College of TAFE, 1980. (Dux)

Partial completion of Barristers' Admission Board course, NSW.

Higher School Certificate, NSW.

### PROFESSIONAL ASSOCIATIONS:

Associate Member of Australian Library and Information  
Association (AALIA)

### EMPLOYMENT HISTORY:

Mar 2008 – present **HEW 7 Student Academic Integrity Coordinator, Secretariat, Academic Administration, Nathan campus, Griffith University.**

This position supports academic staff in managing cases of academic misconduct within the Institutional Framework for promoting academic integrity among students. The role ensures compliance within timeframes and consistent and appropriate responses to breaches of academic integrity. It requires the maintenance of a central database that records breaches across the university. A significant amount of time is spent on change management and educating staff and students about the processes. The position also provides secretarial support to a number of University committees.

Sep 2009 – Feb 2010 **HEW 7 Review and Quality Officer, Academic Administration, Nathan campus, Griffith University.**

This role was managed while still carrying out the functions of the Student Academic Integrity Coordinator. The key functions of this role were to manage and facilitate the University's organisational reviews and to provide high level administrative and strategic support to quality assurance and related activities. It required

efficient time management to carry out the duties of the two positions.

Sep 2007 – Mar 2008 **HEW 7 Project Officer (Quality), AUQA Project, Office of Vice Chancellor, Nathan campus, Griffith University**

The primary focus of this position is to support preparation of the Performance Portfolios for both the trial and AUQA audit, and the trialling of a new process for managing breaches of academic integrity. Within this context assistance is provided to the Senior Project Officer (AUQA Audit) and to the AUQA Steering Committee. The position requires good research and writing skills and knowledge of and the ability to research best practice in quality in the higher education sector.

Mar 2006 – July 2006

Mar 2007 – July 2007

**HEW 7 Learning and Teaching Project Officer, Secretariat, Academic Administration, Nathan campus, Griffith University**

Preparing applications for Carrick citations and awards for Griffith academic staff. This position requires good writing and editing skills and a good knowledge of the discourse of learning and teaching. Due to the success of these applications in 2006 was invited to work in this position again in 2007.

Feb 2003 – present

**HEW 6 Faculty Librarian, Arts, Education and Law Team, Nathan and Mt Gravatt campuses (substantive position)**

This position is situated at Nathan campus and provides support to the school of Arts, Department of International Business and Asian Studies, School of Languages and Linguistics, the Centre for Applied Language, Literacy and Communication Studies and the Centre for Applied Linguistics and Languages and also has responsibility for liaising with Criminology and Criminal Justice at Mt Gravatt campus. While in this position have acted as team leader twice for short periods. Some of the duties of the position include:

- collaborating and liaising with academic staff and educational designers
- identifying, selecting and maintaining resources to support the University's academic programs
- collection development in the Arts discipline
- managing a budget for resource acquisition
- working on a general reference and computing information desk
- providing specialist reference services

- designing and delivering information literacy training and package information for clients
- marketing INS products and services

Oct 2002 – Feb 2003

**HEW 6 Acting Faculty Librarian, Health/Science Logan and Mt Gravatt campuses**

This position is situated predominantly at Logan campus with responsibility for Applied Psychology at Mt Gravatt campus. Duties include selecting resources for subject disciplines, providing specialist reference services for academics, liaising with academic staff regarding their teaching and research requirements, delivering information literacy training in new educational products and services, preparing information for client assistance, doing regular shifts on the reference desk and doing research to assist in the development of new courses.

Early 1999 (approx.  
4 months)

**HEW 7 Acting Team Leader, Monographs Team, Access Services, Division of Information Services, Griffith University**

Leading team of 13 people, contributing to planning and budget processes, liaising with vendors and internal staff, doing staff performance reviews and generally contributing to continuous improvement of the team.

Nov. 1996- Oct.2002 **HEW 6 Librarian, Monographs Team, Access Services, Division of Information Services, Griffith University**

This position encompasses a wide range of duties including specialised library work, including cataloguing and acquisitions, in all subject disciplines and administrative and clerical work. It also includes a component of systems work. I am involved with problem solving, team training, giving presentations and liaison with other sections. During this time I have acted as Team Leader of the Monographs Team on two occasions and have done shifts on the Reference Desk at Nathan and Logan campuses for extended periods up to twelve months. I have also done a three month secondment in Reference and Enquiry Services at Logan during 1999.

May 1995-November 1996

**HEW 4 Library Technician, Social Sciences and Humanities Team, Technical Services, Division of Information Services, Griffith University**

Duties included cataloguing and acquisitions work, problem solving, liaising with library suppliers and other campuses.

September 1994-February 1995

**HEW 4 Library Technician, Systems & Projects Team, Technical Services, Division of Information Services, Griffith University**

Duties were mostly cataloguing work.

January 1994-August 1994

**HEW 3 Library clerk, Lending Services, Division of Information Services, Griffith University**

Duties included assisting on Lending Desk with circulation functions, interaction with clients and faculty staff, assisting with reading lists and inter-library loans.

December 1986-December 1993

**Legal secretary, para-professional conveyancer, S.A. Sapuppo & Associates, Solicitors**

Duties included handling conveyancing files from contract through to settlement and interviewing clients, drafting correspondence and some legal documents, typing of general correspondence, general clerical duties and supervising other secretarial staff.

September 1980-April 1984

**Secretary/Office senior, Preece Ewbank Belford, International firm of Consulting Engineers**

Duties included confidential secretary to the directors, taking minutes of meetings, secretarial duties for a team of senior mechanical and electrical engineers, typing of technical reports and specifications, organising travel arrangements, visas etc for senior staff and supervising junior office staff.

1974-1980

Temporary and part-time work including working as court and registry filing clerk for solicitor, receptionist and clerical work while raising young family. Most of this in Sydney.

### **COMMUNITY ACTIVITIES**

Member of the Australian Red Cross  
Commissioner of Declarations  
General staff member on Nathan campus University Health and Safety Committee (July 2006 – June 2008)

### **COMPUTER LITERACY**

Familiarity with Microsoft Office packages, Advance library system, all types of internet and database searching, using HTML and email.

### **PAPERS WRITTEN:**

- 'Defying Conventional Wisdom : Innovation and Culture Change from Down Under' / J. Chambers, J. Martin, B. Reynolds. *Cataloging and Classification Quarterly*.30(1). July 2000.
- 'Policy is not Enough : a Holistic Approach to Promoting Academic Integrity among Students' / J. Martin & K. van Haeringen. Accepted for AuQF 2010: Higher Education Conference to be held at Gold Coast from 30 June to 2 July, 2010.

### **PROFESSIONAL DEVELOPMENT**

- Completed Managing at Griffith Course in 2009.