



POSITION DESCRIPTION

Faculty of Arts

Arts Foundation Skills Tutor

EMPLOYMENT TYPE	Casual employment for the duration of the upcoming semester
SALARY	Casual tutorial salary rates are set out in the University Policy Library: MPF1170 – Schedule A http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	<p>Applicants must send a cover letter, background overview, short CV, and details of three referees by no later than 5pm, Friday 3rd February 2017 to afskills-info@unimelb.edu.au. Successful applicants of preparatory material by February 13. In the background overview, applicants must address the following questions by number:</p> <ol style="list-style-type: none">1. <i>Have you tutored for AF Skills before? If so, when?</i>2. <i>Are you currently or have you previously been involved in tutoring for an AF subject? If so, which subject and when?</i>3. <i>Do you have a PhD? If so, when was it awarded, from which university and in which subject?</i>4. <i>Are you a current post graduate student? If so, what year are you, what discipline are you studying and in which University are you studying?</i>5. <i>Please briefly detail three previous tutoring experiences which you feel are most relevant to this position. List the subject tutored and the year.</i>
CONTACT / ENQUIRIES	afskills-info@unimelb.edu.au

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Arts Faculty is accepting applications from suitably qualified candidates to teach into the Skills Program of the first-year Arts Foundation (AF) subjects.

The skills component of the AF subjects is designed to introduce students to the essentials of analysis and communication employed in the humanities and social sciences. The overall aim of the Skills Program is to explicitly specify the core skills students will need for the successful undertaking of their BA, to actively assist students to acquire these skills, and to highlight the efficacy of these skills in their future endeavours.

The program of skills workshops is as follows:

Lab 1: Introduction to University Research & Reasoning Critically
Lab 2: Forms of Argument & Structuring Your Research Time
Lab 3: Academic Writing: Structuring and Writing Your Essay

Skills workshops will run in weeks 1-9 of the semester. Not all tutors will have classes for the full 9 weeks. The two hour workshops will run in weeks 1-3 and be repeated in weeks 4-6 and in weeks 7-9. All students must attend one iteration of Lab 1, Lab 2 and Lab

Students will be registered to attend class in either weeks 1-3; weeks 4-6 or weeks 7-9 but may be allowed to attend a makeup class offered in a later period. All Skills Tutors will be assigned Skills Workshops attached to only one AF subject. However, Skills Tutors may be required to teach a number of tutorials over these weeks.

Applicants are not required to have specialist knowledge of skills teaching however. Successful applicants must be able to do the following:

Read 50 Pages of material before February 21 in preparation for skills training.

Attend Skills Tutor Training which will take place in the week commencing February 21;

Attend a one hour post-workshops review meeting.

Tutors new to the Faculty of Arts are also required to attend the Faculty's standard tutor induction/training session in mid-late February.

1. Key Responsibilities

- ▶ Conduct skills workshops in accordance with Faculty standards;
- ▶ Prepare class materials in accordance with requirements and under the guidance of the AF Skills Coordinator;
- ▶ Identify Students at Risk;
- ▶ Attend meetings with the AF Skills Coordinator/Associate Dean, Teaching and Learning/Subject Coordinators as required;
- ▶ Undertake other appropriate academic and administrative duties as directed;
- ▶ Participate in professional development activities organised by the Faculty.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Minimum of a Bachelor of Arts degree (or equivalent)

- ▶ Teaching experience at tertiary level
- ▶ Excellent organisational, presentation and communication skills
- ▶ Must be able to demonstrate proof of a valid entitlement to be able to work in Australia

2.2 DESIRABLE

- ▶ Honours or graduate qualifications

3. *Special Requirements*

- ▶ Applicants must not be PhD students whose candidature has not yet been Confirmed, nor whose enrolment has reached 3 years EFT. This requirement may be waived if the applicant has undertaken significant fieldwork in the period after Confirmation and before 3 years EFT.
- ▶ Currently enrolled RHD students at the University of Melbourne applying to become an Arts Foundation Tutor must have the support of their supervisor.
- ▶ Arts Foundation Tutors are expected to create a University email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Studies

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office
- ▶ For more information on the Faculty please see www.arts.unimelb.edu.au

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight

hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>