

## SESSIONAL TUTOR

<b>EMPLOYMENT TYPE</b>	Casual employment for the duration of the upcoming semester
<b>SALARY</b>	Casual salary rates are set out in Section 2.8 of the <a href="#">University's Enterprise Agreement</a> .
<b>SUPERANNUATION</b>	Employer contribution of 10.5%
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	<p>Visit the Faculty of Arts Sessional Academic Staff web page to submit your application: <a href="http://arts.unimelb.edu.au/teaching-and-learning/work-with-us">http://arts.unimelb.edu.au/teaching-and-learning/work-with-us</a></p> <p>Please note that applicants who do not complete the application form in its entirety will not be considered.</p> <p>Please attach your CV to the online application form and ensure that your CV includes the contact details of two referees.</p> <p>Late applications will not be accepted.</p>
<b>CONTACT FOR ENQUIRIES ONLY</b>	<p>Refer to the Contacts table this page: <a href="http://arts.unimelb.edu.au/teaching-and-learning/work-with-us">http://arts.unimelb.edu.au/teaching-and-learning/work-with-us</a></p> <p><i>Please do not send your application to the contacts</i></p>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## Acknowledgment of Country

The Faculty of Arts acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## Position Summary

The Faculty of Arts seeks to appoint sessional tutors with the capacity to teach in the subjects listed on the Faculty [work with us page](#). Sessional tutors are important members of the Faculty's teaching staff and the successful applicants will be committed and engaging educators.

In this position, your primary responsibility will be to successfully deliver your assigned tutorials within the subject's tutorial program and you will report to the Subject coordinator. The Faculty's tutorial programs provide opportunities for students to practice their skills of analysis, argument and critique, and to enhance their communication skills.

Tutors new to the Faculty will be required to complete all relevant training (Foundations, LMS, Themis etc.). Tutors are required to adhere to the Faculty of Arts Local Operating Rule.

## Key Responsibilities

### GENERAL

- Conduct tutorials in the required mode (online, on campus, or blended) to a high standard using the provided tutorial guidelines and relevant content available on LMS;
- Undertake consultation with students in relation to readings, weekly topics, assessment and skills development. (Consultation could be contemporaneous as part of the derived teaching rate or additional as directed by the Subject Coordinator).
- Mark assessment, provide timely feedback to students and record results into the appropriate results record system;
- Report matters of academic integrity to the Subject Coordinator;
- Escalate student issues and concerns to the Subject Coordinator;
- Keep accurate attendance records in conjunction with the Subject Coordinator;
- Participate in meetings as required by the Subject Coordinator

### OCCUPATIONAL HEALTH AND SAFETY (OH&S)

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## Selection Criteria

### ESSENTIAL

- Completion of or progress towards a Doctoral or Master's qualification in the relevant discipline or equivalent relevant academic or professional or practice-based experience and expertise;
- Demonstrated knowledge and understanding of the subject matter;
- Ability to manage and facilitate informed group discussion and debate relating to weekly

readings and/or facilitate skills development and practice.

- Excellent written and verbal communication and interpersonal skills with the ability to work independently and as a member of a team;
- Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines successfully;
- High level interpersonal skills; demonstrated ability to maintain good working relationships and professionalism with all levels of the organization;
- Ability to interpret and understand policies and procedures relevant to teaching and student support and welfare;
- Commitment to the Faculty's Values and Behaviours outlined on page 5.

## **DESIRABLE**

- Experience with using University of Melbourne IT systems including Themis and LMS.

## **Special Requirements**

- Applicants who are enrolled as PhD or Masters students must have been confirmed in their candidature and not be past 3.5 years (PhD) and 1.5 years (MA) full-time equivalency. They must also have the support of their supervisor to undertake sessional tutoring work.
- Employment in this position is conditional upon the adhering to the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.
- All Faculty of Arts staff may be directed to perform work duties remotely and/or on-campus for a specified period of time;
- Tutors will be provided with reasonable access to available facilities and resources commensurate with the role and the flexible nature of their employment which includes access to: on campus facilities, meeting rooms for student consultation, the University's wi-fi, phone, network and email systems when on campus and Library facilities;
- Tutors may be required to work outside of standard hours depending on subject delivery requirements;
- All staff are expected to create and use a University staff email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff e-mail account.

## **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 strive for excellence and reach the targets of Growing Esteem.

## **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 [here](#)

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

## **Other Information**

### **The Faculty of Arts at the University of Melbourne is widely recognised as Australia's leading centre for the study of the Humanities and Social Sciences**

The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs, including Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences. Our community includes over 450 academic and professional staff, 10,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

The Faculty actively seeks to welcome and value the unique contributions of people from all backgrounds and is committed to diversity and inclusion practices to achieve our vision. Our Faculty has gender parity across all levels and supports its staff through initiatives such as the Faculty of Arts Conference Childcare Support Scheme, the Faculty's mentoring program and the Divisional Indigenous Development Plan (DIDP).

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[Asia Institute](#) – the University’s key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[School of Culture and Communication](#) – with programs in Art History, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Editing, Journalism, and Screen and Cultural Studies.

[School of Historical and Philosophical Studies](#) – encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

[School of Languages and Linguistics](#) – includes French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

[School of Social and Political Sciences](#) – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

## Values and Behaviours

We are committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the Region and the World. We expect all our staff to commit to our values of:

- Rigour and integrity, generosity and humility, intellectual freedom and critical independence
- Diversity and inclusion, trust and mutual respect, social justice and civic responsibility
- Courage and creativity, openness and transparency, environmental sustainability.

General Information about the University of Melbourne is available at its website [www.unimelb.edu.au](http://www.unimelb.edu.au)