Lodging an Application for a Casual Academic Role

Go to the Faculty of Arts casual academic staff recruitment page at <u>http://arts.unimelb.edu.au/engage/work-with-us</u>

arts.unimelb.edu.au/engage/with-with-us				⊽ C Q Search		☆自	+ 1
	elbourne 📄 HR 🛐 Arts Intranet 🐐 Immigration 📄 Finance at	nd Planning 🗌 Themis 🗍 HR	t forms 👿 Policy Library 🔒 Unive	sity of Melbourne 💌 Knowledgelink C	omm 🐣 Calculator: Add to or s 🗍	HR Toolkit 🔛 Hand	dbook
THE UNIVERSITY OF	Arts / Engage with us / Work with us					Q SEARCH	ме
MELBOURNE	V	Vork wit	h us				
ON THIS PAGE Important dates for 2017 Position description	We	cloome to the Facul ge.	lty of Arts casual ac	ademic staff recruitme	ent		
Application Subjects for which we are currently recruiting Important notes	IMP	ORTANT DATES FOR 20	17				
Contacts	Study period	Applications open	Applications close	Outcome notification	Teaching starts		
	Summer	17/10/2016	11/11/2016	19/12/2016	3/01/2017		
	Semester 1	3/01/2017	20/01/2017	13/02/2017	27/02/2017		

Scroll down the page and select the "Apply Now" button

AP	PPLICATION APPLY NOW	
	Please note: To apply for available positions follow the ' <u>Apply Now</u> ' link and create a user account in the Casual Tutor Recruitment System (CTRS). Through the CTRS you will be able to upload your credentials and select the subjects for which you would like to be considered. Your application must be lodged through the CTRS to be considered.	
su	BJECTS FOR WHICH WE ARE CURRENTLY RECRUITING	

Login to the CTRS using the account details that you were provided with when you created your account. If you can't remember your password just select the appropriate forgot password link to have your password emailed to you.

Casual Tutor Recruitment System
The Casual Tutor Recruitment System (CTRS) is used by the Faculty of Business and Economics (FBE), the Faculty of Arts (Arts), and the Faculty of Architecture, Building and Planning (ABP) in The University of Melbourne to recruit tutors. It also allows you to access your timetable and class lists ance you are employed. To log into this system, you need to have a CTRS user account. If you do not have one, please click here to <u>create a CTRS user account</u> .
Login
Username: Password: Account Type: Login
Forgot your username and/or password?
Click here if you are using a non-staff account. Click here if you are using your University of Melbourne staff account.
Need Help?
Technical Support

The areas that are currently advertsing positions in the CTRS will be displayed according to the semester the work will take place. If you can't see the School that you are interested in applying for it means that there are no positions currently available. Please also note that other Faculties within the University also use the CTRS system.

THE LUMPARATION MELBOURNE			Casua	l Tutor Recruitme	nt System
				Logged in as: Arts Human Resources	LOGOUT D
Welcome					
Thank you for accessing the CTRS. Please click the relevant link below to proceed.	t, please click the Transfer To Unin	telb Staff Account link to proceed.			
Apply for positions in	From	То			
Department of Management & Marketing	29/09/2016	28/10/2016			
SUMMER SEMESTER, 2017 OPTIONS					
Apply for positions in	From	То			
Department of Management & Marketing	29/09/2016	28/10/2016			

Select your preferences for the subjects that you are interested in teaching in (please note that there is a maximum of 5 per school) and then click the "Next" button.

THE UNIVERSITY OF MELBOURNE			Casual Tutor Recruitment System
			Loggod in as: Helen Testone LOGOUT D
Home > Subject Prefer	ence Selection (Page 1)		
Subject F	Preference Selection		
SUMMER SEMEST	ER, 2017 - DEPARTMENT OF MANAGEMENT & MAI	prome-v pror to submitting your appreciation. KETING	
Select your sul	bject preferences for Summer Semester, 2017		
Preference 1:	Select a Subject		
Preference 2:	Select a Subject		
Preference 3:	Select a Subject		
Preference 4:	Select a Subject		
Preference 5:	Select a Subject	19 1	
(2) Cancel	Next		

Answer the questions before pressing the "Next" button. If there are any questions that specifically apply to the subjects you are applying for they will also be listed here.

		Logged in as: Helen Testone	LOGOUT O
Home > Subject Preference Selection (Page 2)			
Subject Preference Selection			
Please note: Tutors please make sure you have updated your profile/CV prior to submit	mitting your application.		
SUMMER SEMESTER, 2017 - DEPARTMENT OF MANAGEMENT & MARKETING			
Please answer the questions below			
riease answer the questions below.			
Are you interested in marking work, other than marking undertaken as part of the tutoring role?	🔿 Yes 🔹 No		
	C Yes a No		
Do you have a completed PhD in the field you are applying to tutor in?			
Please indicate whether you are working on a full-time or part-time basis or not working.	Full-time Part-time Not Working		
Please indicate whether you will be studying on a full-time, part-time basis or not studying during	Full-time Part-time Not Studying		
the coming semester.			
What is your bishest multipation completed	O PhD O PhD (post O Honours Undergraduate O honours Undergraduate O honours		
mac o your ingrest quanteriori compreteor	(4 years) Degree		
Subject Ouestions			
This subject has no specific questions			
MGMT10002 Principles of Management			
This subject has no specific questions			
MGMT20001 Organisational Behaviour			
This subject has no specific questions			
Back Next			

Indicate your availability to take tutorial classes over the semester. Select the "Next" button once this has been completed.

OPlease note: Tutors please make sure you have	e updated your profile/CV pric	r to submitting your appl	ication.							
UMMER SEMESTER, 2017 - DEPARTMENT OF MANAG	EMENT & MARKETING									
Click on the Calendar to highlight one or more times for you	ar availability. Highlighted periods	indicate times that you are	available to work over S	ummer Sen	nester, 2017.					
Aany tutorials begin and end 15 minutes past the hour. For	any times that you select, it will t	be assumed that you can wo	rk up to 15 minutes past	the hour. I	For example, if you select 2 PM-	8 PM, it's possible you	'll be assig	ned a tutorial that be	ins at 2:15 PM and end	s at 3:15 PM.
	Time	Monday	Tuesday		Wednesday	Thursday		Friday		
	8am - 9am	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	•	
	9am - 10am	Not Available	Not Available	•	Not Available •	Not Available	•	Not Available	-	
	10am - 11am	Not Available	Not Available	•	NotAvailable •	Not Available	•	Not Available	•	
	11am - 12pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	•	
	12pm - 1pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	•	
	1pm - 2pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	-	
	2pm - 3pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	•	
	3pm - 4pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	-	
	4pm - 5pm	Not Available	Not Available	•	Not Available •	Not Available	•	Not Available	•	
	5pm - 6pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	-	
	6pm - 7pm	Not Available	Not Available	•	Not Available •	Not Available	•	Not Available	-	
	7pm - 8pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	•	
	8pm - 9pm	Not Available	Not Available	•	Not Available	Not Available	•	Not Available	-	

Review your responses and if everything is OK press "Save" to submit your application. Please ensure that your profile and CV in the CTRS system is up to date prior to submitting your application. Instructions regarding how to do this are available from the Updating your Profile and CV reference guide.

mater semestice, 2017 - Deraktment of manade	MENT & MARKETING					
Subject Preferences (in order of preference)						
1: MGMT30019 - The Future of Work						
2: MGMT10002 - Principles of Management						
3: MGMT20001 - Organisational Behaviour						
Department Questions						
are you interested in marking work, other than marking up	viertaken as nart of the tutorine	role? No				
Do you have a completed DbD in the field you are applying	to butor in?	No. No.				
Please indicate whether you are working on a full time or	part time basis or not working	Full	time			
Please indicate whether you will be studying on a full-time semester.	, part-time basis or not studying o	during the coming Not	Studying			
What is your highest qualification completed?		Har	iours Degree (4 years)			
Tour Availability						
	71	Handari	Transford	Wednerdar	Thursday	Falders
	Time	monday	Tuesday	weanesday	Inursday	rnoay
	8am - 9am	Not Available	Not Available	Not Available	Not Available	Not Available
	9am - 10am	Not Available	Not Aveilable	Not Available	Not Available	Not Available
	10am - 11am	Not Available	Not Available	Not Available	Not Available	Not Available
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	12pm - 1pm 12pm - 2pm	Not Available Not Available	Not Available Not Available	Not Available Not Available	Not Available 1st Preference	Not Available Not Available
	12pm - 1pm 1pm - 2pm 2pm - 3pm	Not Available Not Available Not Available	Not Available Not Available Not Available	Not Available Not Available Not Available	Not Available 1st Preference Not Available	Not Available Not Available Not Available
	12pm - 1pm 12pm - 2pm 1pm - 2pm 2pm - 3pm 3pm - 4pm	Not Available Not Available Not Available Not Available	Not Available Not Available Not Available Not Available	Not Available Not Available Not Available Not Available	Not Available 1st Preference Not Available Not Available	Not Available Not Available Not Available Not Available
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	12pm - 1pm 12pm - 2pm 22pm - 3pm 5pm - 4pm 4pm - 5pm 5pm - 6pm 4pm - 7pm	Not Available Not Available Not Available Not Available Not Available Not Available Not Available	Not Available Not Available Not Available Not Available Not Available Not Available St Preference 2nd Preference	Not Available Not Available Not Available Not Available Not Available Not Available	Not Available Ist Preference Not Available Not Available Not Available Not Available Not Available Zod Preference	Not Available
	1000 - 1000 1000 - 2000 2000 - 2000 2000 - 2000 5000 - 4000 4000 - 5000 5000 - 6000 6000 - 7000 7000 - 8000	Not Available List Preference 2nd Preference	Not Available Not Available Not Available Not Available Not Available St Preference 2nd Preference 2nd Preference	Not Available Not Available Not Available Not Available Not Available Not Available Not Available	Not Available Ist Preference Not Available Not Available Not Available Not Available Not Available Not Available Ist Preference Ist Preference	Not Available Not Available Not Available Not Available Not Available Not Available Not Available Not Available