Lodging an Application for a Casual Academic Role

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

Scroll down the page and select the “Apply Now” button
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.

The areas that are currently advertising 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.
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.

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

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.