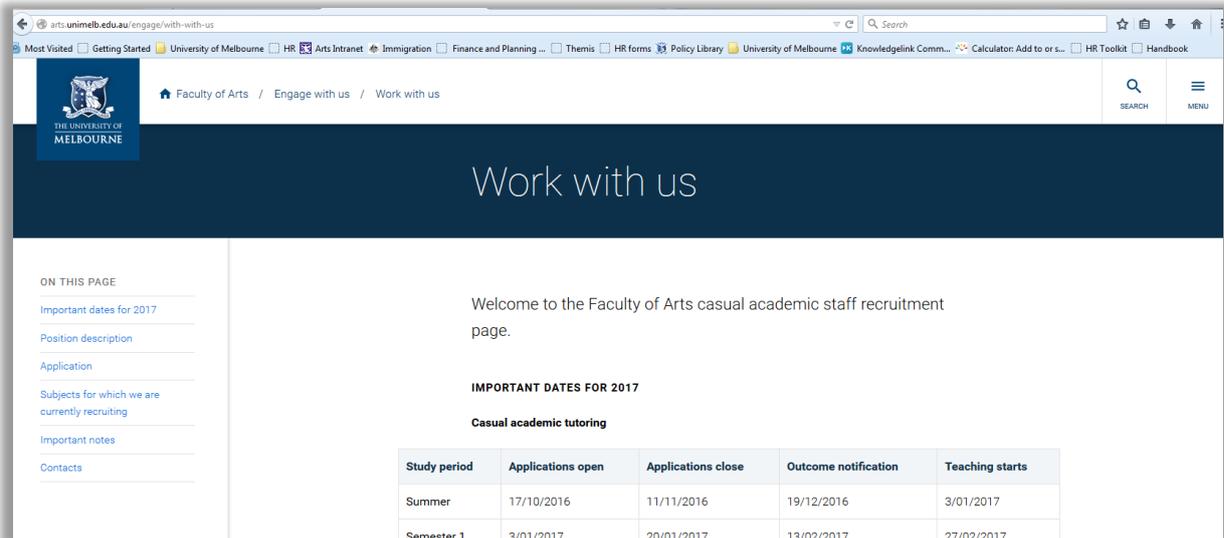
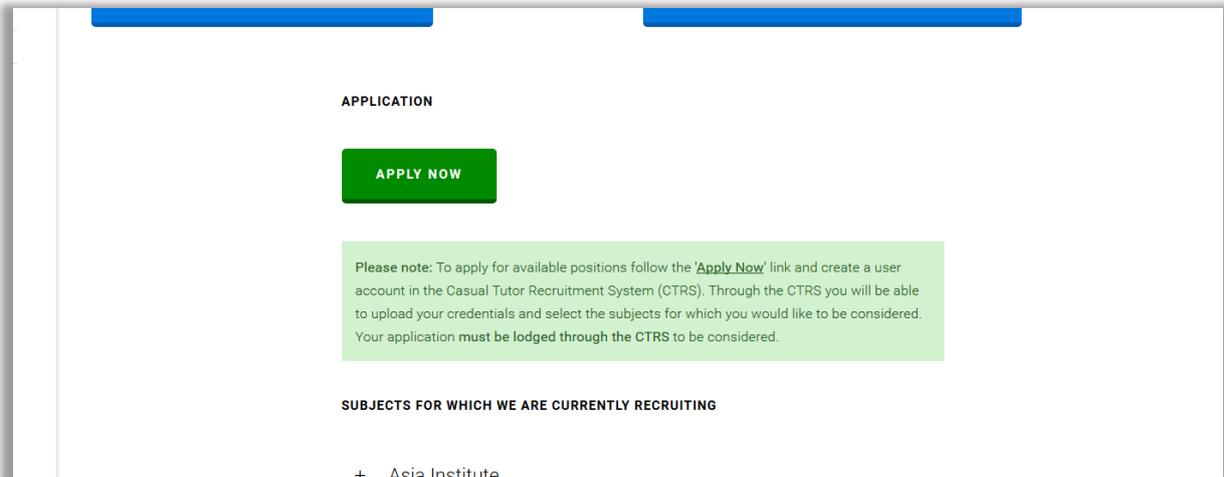


Lodging an Application for a Casual Academic Role

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 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 once 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 [create a CTRS user account](#).

Login

Username:

Password:

Account Type:

[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 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.

Logged in as: Arts Human Resources

Welcome

Thank you for accessing the CTRS. Please click the relevant link below to proceed.

- [Update/View Your Profile](#) (Last Updated: 7/10/2016 9:57:19 AM)
- [Transfer To Unimelb Staff Account](#)

Note: If your Staff account is available and would like to transfer your CTRS account to it, please click the [Transfer To Unimelb Staff Account](#) link to proceed.

SEMESTER 1, 2017 OPTIONS

| Apply for positions in | From | To | | |
|--------------------------------------|------------|------------|--|--|
| Department of Management & Marketing | 29/09/2016 | 28/10/2016 | | |

SUMMER SEMESTER, 2017 OPTIONS

| Apply for positions in | From | To | | |
|--------------------------------------|------------|------------|--|--|
| 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 screenshot shows the 'Subject Preference Selection' page (Page 1) in the Casual Tutor Recruitment System. The page header includes the University of Melbourne logo and the system name. A 'Please note' banner states: 'Tutors please make sure you have updated your profile/CV prior to submitting your application.' Below this, the section is titled 'SUMMER SEMESTER, 2017 - DEPARTMENT OF MANAGEMENT & MARKETING'. The main content area is 'Select your subject preferences for Summer Semester, 2017', which contains five rows labeled 'Preference 1' through 'Preference 5'. Each row has a dropdown menu currently set to 'Select a Subject'. At the bottom of the form are 'Cancel' and 'Next' buttons.

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.

The screenshot shows the 'Subject Preference Selection' page (Page 2) in the Casual Tutor Recruitment System. It features a 'Please note' banner and a section titled 'SUMMER SEMESTER, 2017 - DEPARTMENT OF MANAGEMENT & MARKETING'. The main content area is 'Please answer the questions below.' and contains several multiple-choice questions:

- Are you interested in marking work, other than marking undertaken as part of the tutoring role? (Yes/No) - No is selected.
- Do you have a completed PhD in the field you are applying to tutor in? (Yes/No) - No is selected.
- Please indicate whether you are working on a full-time or part-time basis or not working. (Full-time/Part-time/Not Working) - Full-time is selected.
- Please indicate whether you will be studying on a full-time, part-time basis or not studying during the coming semester. (Full-time/Part-time/Not Studying) - Not Studying is selected.
- What is your highest qualification completed? (PHD (completed)/PHD (post confirmation)/Masters/Honours Degree (4 years)/Undergraduate Degree/Other) - Honours Degree (4 years) is selected.

Below the questions is a 'Subject Questions' section with three entries, each stating 'This subject has no specific questions':

- MGMT30019 The Future of Work**
- MGMT10002 Principles of Management**
- MGMT20001 Organisational Behaviour**

At the bottom of the page are 'Cancel', 'Back', and 'Next' buttons.

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

Home > Subject Preference Selection (Page 3)

Subject Preference Selection

Please note: Tutors please make sure you have updated your profile/CV prior to submitting your application.

SUMMER SEMESTER, 2017 - DEPARTMENT OF MANAGEMENT & MARKETING

Click on the Calendar to highlight one or more times for your availability. Highlighted periods indicate times that you are available to work over Summer Semester, 2017.
Many tutorials begin and end 15 minutes past the hour. For any times that you select, it will be assumed that you can work up to 15 minutes past the hour. For example, if you select 2 PM-3 PM, it's possible you'll be assigned a tutorial that begins at 2:15 PM and ends at 3:15 PM.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|---------------|---------------|---------------|---------------|---------------|
| 8am - 9am | Not Available |
| 9am - 10am | Not Available |
| 10am - 11am | Not Available |
| 11am - 12pm | Not Available |
| 12pm - 1pm | Not Available |
| 1pm - 2pm | Not Available |
| 2pm - 3pm | Not Available |
| 3pm - 4pm | Not Available |
| 4pm - 5pm | Not Available |
| 5pm - 6pm | Not Available |
| 6pm - 7pm | Not Available |
| 7pm - 8pm | Not Available |
| 8pm - 9pm | Not Available |

Cancel Back Next

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.

SUMMER SEMESTER, 2017 - DEPARTMENT OF MANAGEMENT & MARKETING

Subject Preferences (In order of preference)

- MGAT30019 - The Future of Work
- MGAT10002 - Principles of Management
- MGAT20001 - Organisational Behaviour

Department Questions

Are you interested in marking work, other than marking undertaken as part of the tutoring role? No

Do you have a completed PhD in the field you are applying to tutor in? 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, part-time basis or not studying during the coming semester. Not Studying

What is your highest qualification completed? Honours Degree (4 years)

Your Availability

| 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 | Not Available | 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 | 1st Preference | 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 | 1st Preference | Not Available | Not Available | Not Available |
| 6pm - 7pm | 1st Preference | 2nd Preference | Not Available | 2nd Preference | Not Available |
| 7pm - 8pm | 2nd Preference | 3rd Preference | Not Available | 3rd Preference | Not Available |
| 8pm - 9pm | Not Available | Not Available | Not Available | Not Available | Not Available |

Cancel Back Save