



## POSITION DESCRIPTION

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Position:</b>     | Casual Academic Tutor                        |
| <b>Department:</b>   | Residential College                          |
| <b>Reporting to:</b> | Academic Programs Manager                    |
| <b>Contact:</b>      | Michael Pickering, Academic Programs Manager |
| <b>Date:</b>         | Friday 19 January 2024 (5:00 PM)             |

## POSITION SUMMARY

The purpose of this position is to provide high quality small group tutorials and one-on-one consultations to Trinity's Residential College students undertaking University of Melbourne undergraduate subjects to broaden and deepen their knowledge of these subjects and help students understand subject materials.

We are currently focusing on recruiting in the following areas: economics; marketing; finance; law; criminology; psychology; agriculture; veterinary science; biology; nutrition; geology; mathematics; physics; IT/software/informatics; however, we are also open to applications from other fields. Candidates should, ideally, have experience teaching at the University of Melbourne and/or have undertaken undergraduate studies at the University of Melbourne.

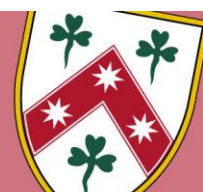
## SELECTION CRITERIA

### Essential:

1. An undergraduate degree in a relevant discipline. Candidates with an Honours degree, Masters or PhD are preferred.
2. Demonstrated excellent academic results.
3. Demonstrated formal or informal teaching experience. Candidates with tertiary teaching experience at residential colleges or the University of Melbourne are preferred.
4. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
5. Strong organisational skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure.
6. The ability to work independently and positively contribute and work within a team environment.
7. Demonstrated computer skills using Microsoft Office applications and other software with the ability to learn new systems.
8. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
9. An understanding of Equal Employment Opportunity and commitment to equity and cultural diversity.

## KEY RESPONSIBILITIES

1. Plan and deliver hour-long informative and engaging small group tutorials for University of Melbourne subjects in which Trinity students are enrolled. Tutorials should expand and broaden rather than simply re-teach content which is taught and discussed in University of Melbourne subjects. Tutorials should also help students understand and clarify subject material.
2. Provide students with hour-long one-on-one consultations regarding University of Melbourne assessments, with the approval of one of the Academic Advisors.
3. Promote active, participatory and independent learning, good learning practice, critical thinking and academic honesty when engaging with students.
4. Record and report student attendance at tutorials.
5. Complete and submit weekly timesheets during the teaching semesters.





#### Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

#### CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

#### OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

##### All Employees must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- Comply with any direction given by management for the intent of health and safety
- Report all accidents and incidents that occur in the workplace immediately
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

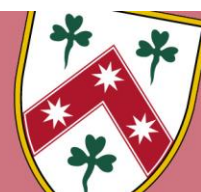
#### TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.





**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity, Society*

