



## POSITION DESCRIPTION

School of Mathematics and Statistics  
Faculty of Science

### Sessional Tutor (Tutorial/Workshop/Laboratory)

<b>SALARY</b>	Casual salary rates are outlined in Section 2.8 of the University's Enterprise Agreement
<b>SUPERANNUATION</b>	Employer contribution of 10.5%
<b>BASIS OF EMPLOYMENT</b>	Casual
<b>HOW TO APPLY AND FURTHER INFORMATION</b>	Online applications are required. Go to <a href="https://ms.unimelb.edu.au/study/mslc/tutoring">https://ms.unimelb.edu.au/study/mslc/tutoring</a>
<b>CONTACT FOR ENQUIRIES ONLY</b>	<i>Refer to the contact at <a href="https://ms.unimelb.edu.au/study/mslc/tutoring">https://ms.unimelb.edu.au/study/mslc/tutoring</a> Please do not send your application to this contact.</i>

## ***Acknowledgement of Country***

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn 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***

Tutors within the School of Mathematics and Statistics are important members of the school's tutorial program. You will conduct tutorials/workshop/laboratory classes, consult with students, undertake student assessment, and attend meetings. If you are new to the position, you will be required to complete casual staff compliance training as well as training given by the School of Mathematics and Statistics.

The primary responsibility of a Sessional Tutor is to successfully run and manage their assigned tutorials/workshop/laboratory classes within the School's tutorial program. The tutorial program is an avenue for closer interaction between staff and students, an opportunity for students to work collaboratively in reviewing material and practising skills taught during lectures, and an opportunity for future academic staff to gain practical academic teaching experience.

In most cases, casual staff in this role will also be required to undertake work as a *Sessional Tutor (Marker)*.

### ***1. Key Responsibilities***

The responsibilities below outline the range of duties undertaken by tutors. Depending on the nature of the subject delivery, some duties below may not be required.

#### **1.1 SESSIONAL TUTOR (TUTORIAL/WORKSHOP/LABORATORY)**

- ▶ Undertake the following directed and self-directed duties as part of the derived rate (see Section 2.8.4 of the University of Melbourne Enterprise Agreement 2018 for more information)
  - ▶ Conduct classes in accordance with subject material and session outline prepared by Subject Coordinator
  - ▶ Cultivate a respectful and inclusive classroom environment where students are encouraged to work collaboratively, as appropriate
  - ▶ Prepare for classes using the teaching materials in accordance with session outline prepared by Subject Coordinator
  - ▶ Undertake assessment of students during classes, in accordance with subject requirements
  - ▶ Maintain currency of knowledge of subject delivery, including conventions around notation and communication, as well as details of assigned student work, including due dates, expectations on exposition and policies on student collaboration
  - ▶ Monitor student progress, including assessment results and session attendance, as well as provide feedback to students on such matters, where required
  - ▶ Communicate with students and address frequently asked questions in relation to classes and assessment

- ▶ Provide approximately 30 minutes per week per class of reasonably contemporaneous self-directed student consultation and communicate to students the details of these arrangements
- ▶ Report matters of academic integrity and escalate student issues and concerns to the Subject Coordinator or Tutor Coordinator
- ▶ Adhere to School standards of etiquette for shared teaching spaces, including reporting any maintenance issues to school staff responsible for the delivery of the School's tutorial program
- ▶ Undertake other tasks consistent with the definition of *associated work* as per 2.8.4.3 of the Enterprise Agreement, including managing student queries about assessed work when tutor is also employed as a marker
- ▶ Undertake the following directed irregular or ad hoc tasks as part of a minimum of two hours per occasion of employment:
  - ▶ Attend meetings as required by the Subject Coordinator, Tutor Coordinator and other staff responsible for the delivery of the School's tutorial program
  - ▶ Participate in required training/development to prepare for session delivery and student support
  - ▶ Undertake other academic teaching tasks, by mutual agreement, at the request of the Subject Coordinator or other school staff responsible for the delivery of the School's tutorial program

Casual staff in this role are generally not required to attend subject lectures as part of their working requirements. Should such attendance be required it would be classified as *required training/development to prepare for session delivery*.

## 1.2 OCCUPATIONAL HEALTH AND SAFETY

- ▶ Comply with occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ In most cases, current enrolment in a postgraduate program in a relevant discipline, completion of postgraduate qualification in a relevant discipline, or equivalent experience
- ▶ Knowledge and understanding of the subject matter in the relevant subject(s)
- ▶ Excellent communication and presentation skills
- ▶ Ability to commit to a minimum number of work hours, as required
- ▶ Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines
- ▶ Maturity to promote respectful and inclusive environments

### 2.2 DESIRABLE

- ▶ Experience with using University of Melbourne systems including Themis, Canvas and Gradescope
- ▶ Previous experience working as a tutor, preferably in the higher education sector in mathematics and/or statistics

- ▶ Demonstrated history of promoting respectful and inclusive learning environments

The School of Mathematics and Statistics welcomes applications from other candidates; however, allocation of work will be prioritised for University of Melbourne students currently enrolled in postgraduate programs.

As this is a casual role, employment in this position does not guarantee employment in future semesters.

### ***3. Special Requirements***

- ▶ Currently enrolled postgraduate students at the University of Melbourne applying for a position must have the support of their academic supervisor.
- ▶ Tutors will be provided with a University staff email account through the University's Identity Management system. All correspondence relating to their role must be sent and received through their staff e-mail account. Tutors are expected to regularly monitor this email account.
- ▶ A current Victoria Working with Children Check is required as a pre-requisite to employment.
- ▶ As this is a casual role, Tutors are required to enter fortnightly timecards. These timecards must be submitted for approval prior to posted deadlines.

### ***4. 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

### ***5. 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 at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

## **6. Other Information**

### **6.1 SCHOOL OF MATHEMATICS AND STATISTICS**

<http://www.ms.unimelb.edu.au>

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

### **6.2 FACULTY OF SCIENCE**

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia\*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

\*Based on 2018-19 subject rankings by QS and Time Higher Education

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

### 6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>