

SESSIONAL STUDENT TUTOR



POSITION DESCRIPTION

Position Title	Sessional Student Tutor
School / Unit	Wollotuka Centre of Indigenous Engagement and Advancement
Faculty / Division	Academic Division
Reports to	Student Advancement Administration Officer Student Advancement Manager
Direct Reports	NIL
Contract Type	Casual

GENERAL INFORMATION

The Wollotuka Centre is seeking expressions of interest from suitable applicants for the role of Sessional Student Tutor.

The positions are available on a sessional/casual basis in 2019.

Applicants who successfully demonstrate through their application that they meet the standards required for the role are placed in the recruitment pool for 12 months. They will be considered for roles, as they become available.

ROLE DESCRIPTION

Our Sessional Student Tutors play a pivotal role towards ensuring students maximise their educational outcomes and become independent life-long learners. Wollotuka requires highly motivated, sessional tutors with sound academic background who have the capacity to work positively and productively with Indigenous students.

Sessional Student Tutors' contributions undertake many forms, including: one-on-one tutoring, provide an inclusive learning environment, sessional coordination, academic tutoring, editing, cross checking with moderation and other appropriate administrative tasks.

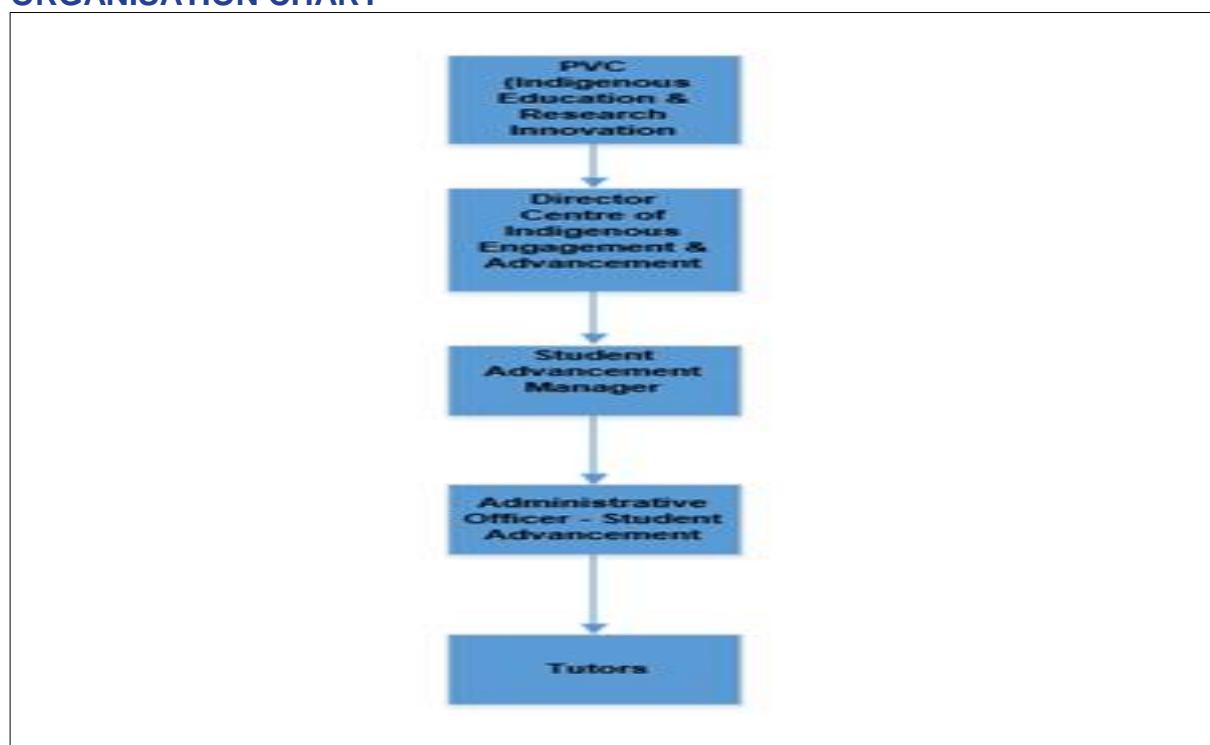
Our courses attract students from a range of disciplines and varying levels of vocational and life experiences.



OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The Wollotuka Centre consolidates all Indigenous activities of the University under one strategic and operational body. The Wollotuka Centre of Indigenous Engagement & Advancement is committed to the advancement and leadership of Indigenous education at a local, national and global level drawing strength from culture, communities and past journeys.

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of Accountability	Core Responsibilities & Typical Activities	Measures of Performance
Academic Tutoring	<p>Enhance student's skills, knowledge and understanding through the efficient and timely preparation and delivery of tutorials.</p> <p>Engage students in intellectual inquiry appropriate to the level of the course of study and unit being taught.</p>	<p>Informal and formal feedback from students</p> <p>Assignments reviewed and returned to students with appropriate feedback</p>

	<p>Provide students with timely access to the information and support needed to complete their work for the course.</p> <p>Review assessment items.</p> <p>Ensure a supportive and positive learning environment for all students.</p> <p>Be familiar with and follow relevant policies and procedures.</p> <p>Be aware of institutional student support such as academic skills programs, counselling and disability services and liaise with these supports as required.</p> <p>Maintain regular and timely communication with Student Advancement Officer and Student Advancement Manager.</p> <p>Work as a member of a team and attend meetings when required.</p> <p>Observe principles and practices of equity and diversity in the workplace.</p> <p>Ensure a safe working environment for self and others.</p>	<p>within agreed timelines</p> <p>UON Code of Conduct adhered to at all times</p> <p>Participate in all mandatory induction courses</p> <p>Feedback from University staff</p>
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POSITION CHARACTERISTICS

Organisational Knowledge	<p>UON's Vision, Values & Strategic Objectives, Wollotuka Cultural Standards:</p> <p>http://www.newcastle.edu.au/_data/assets/pdf_file/0010/103114/Wollotuka-Cultural-Standards.pdf</p>
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Professional / Industry Knowledge	Must be qualified to at least one AQF qualification level higher than the course of study being taught, or with equivalent professional experience. Teaching qualification and / or experience is preferable.
Level of supervision / independence	Utilise initiative and work with minimal supervision, regular communication with course coordinator is required.
Problem solving and judgement	High level problem solving skills and ability to utilise academic judgement to make decisions.
Key relationships (internal & external) & immediate team	Course Coordinator, Academic Coordinator, School Executive Officer, Teaching Team staff.

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with the Individual Contributor Level as outlined in the [Leadership Framework](#).

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others' health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.



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REQUIREMENTS

- Relevant tertiary qualifications.
 - Penultimate, final year students, graduates and higher degree students from all disciplines are encouraged to apply, as tutors are required across a range of disciplines for Indigenous students at all levels of study
- Experience teaching/studying in a university environment.
- Demonstrated experience with computer, administrative and record keeping skills including familiarity with Blackboard.
- Demonstrated ability to deal effectively with individuals from diverse backgrounds.
- Demonstrated effective interpersonal skills with a proven capacity to communicate effectively and work collaboratively in a team.
- Demonstrated ability to maintain high levels of professionalism and maintain confidentiality.

FURTHER INFORMATION

For additional information on the position contact Sherri Russell, Student Advancement Administrative Officer on +61 2 4921 7819 or via email on ISSP@newcastle.edu.au

The University of Newcastle values [equity and diversity](#)