School of Culture and Communication  
Faculty of Arts

## Casual Tutor

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>xxxxxxxx</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Casual</td>
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<tr>
<td>SALARY</td>
<td>Casual Rates as per University of Melbourne agreed casual rates for Casual Academic Staff</td>
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<tr>
<td>EMPLOYMENT TYPE</td>
<td>This is a casual position for Semester 1, 12-weeks of teaching and 4-week Assessment period</td>
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<tr>
<td>CURRENT OCCUPANT</td>
<td>Vacant</td>
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<td>HOW TO APPLY</td>
<td>Tutor application form available at <a href="http://www.culture-communication.unimelb.edu.au/">http://www.culture-communication.unimelb.edu.au/</a> and submitted by email with short-up-to-date <em>Curriculum Vitae</em> to <a href="mailto:scc-sessional@unimelb.edu.au">scc-sessional@unimelb.edu.au</a></td>
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| CONTACT FOR ENQUIRIES ONLY | Sharon Tribe  
Tel +61 3 8344 5508  
Email sharonlt@unimelb.edu.au  
*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our websites:  
[hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)
Position Summary

You will make a substantial contribution to the teaching program of the School, particularly at the undergraduate level. You will prepare and conduct tutorials, consult with students, undertake assessment and attend tutor meetings as may be required by the subject coordinator. You will be required to attend a Faculty tutor training session (compulsory for new tutors to the University) as well as a School induction.

1. Selection Criteria

1.1 ESSENTIAL

- Potential as a teacher: in particular, an ability to communicate effectively with undergraduates and to be responsive to the University's administrative needs;
- Previous experience with course subject-matter;
- Academic standing;
- Applicants should be able to demonstrate that tutoring will not affect the timely completion of their thesis.

1.2 DESIRABLE

- Excellent organizational, presentation and communication skills.

2. Special Requirements

Applicants must complete the application form available on the School of Culture and Communication website at http://www.culture-communication.unimelb.edu.au/

3. Key Responsibilities

- Conduct of tutorials in accordance with School standards.
- Marking and monitoring results with your subject coordinator and other tutors in the subject to ensure grade distribution is met.
- Student consultation. Please note that you are not expected to hold a weekly consultation appointment. Students who would like to discuss the subject with you should make an appointment. It is desirable that you allow a few hours at the time a piece of assessment is due as this is the time that most students will want to discuss the subject with you.
- We do not recommend email correspondence with students. An email to make an appointment to see you is appropriate but prolonged email ‘discussing’ a matter related to the subject is to be avoided.
- Attendance, where necessary, at meetings organised by Subject Coordinator, Faculty or the School of Culture and Communication, ie Induction sessions.
• Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

3.1 KEY ROLES
• Leading, managing and facilitating informed group discussion and debate around tutorial topics and readings.
• Clarification of assessment tasks (but not reading of draft essays).
• Identify students at risk and submission of Early Alert Form to Faculty.
• Consultation with students in relation to tutorial task (assessment) – see Key Responsibilities above.
• Marking of and feedback of assessment.

4. Other Information
4.1 ORGANISATION UNIT
http://www.culture-communication.unimelb.edu.au/

One of the largest Schools in the Faculty of Arts, we offer undergraduate, honours, coursework and graduate programs. Culture and Communication brings together nine innovative and exciting undergraduate programs: Art and Cultural Management; Art History; Australian Indigenous Studies; Creative Writing; English and Theatre Studies; Gender Studies; Media and Communication; Screen and Cultural Studies and Publishing & Communication. The School is committed to excellence in teaching and learning and to community engagement. Staff in the School are dedicated researchers who bring a wealth of experience to their teaching, adopting both disciplinary and interdisciplinary approaches. Explore the School website to discover more about our courses, research programs, graduate seminars, and cultural events.

We also present employment opportunities with graduate specialisations in areas such as Art Curatorship, Art and Cultural Management, Art and Cultural Management (Moving Image), Creative Writing, Publishing & Editing, Global Media Communication, Publishing and Communication. Our students have careers in a wide range of professional areas - publishing, writing, museum and gallery work, the arts and media institutions. We are also very proud of our large number of graduate research students who have brought great credit to themselves and the School through their research findings and publications.

The School offers a rich and rewarding set of experiences, and a stimulating and friendly environment where you will explore new ideas, meet people from different backgrounds and cultures, and make lifelong friendships. Our programs reflect the aspirations and interests of our staff who will provide the very best education that is designed to equip students to meet the
varied and complex demands of everyday life in the twenty-first century.

4.2 BUDGET DIVISION

See Faculty of Arts website at www.arts.unimelb.edu.au

4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world’s top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 www.hr.unimelb.edu.au/careers.

4.4 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.6 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 www.unimelb.edu.au.

5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

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:

http://safety.unimelb.edu.au/topics/responsibilities/

In addition to the responsibilities published on the above website, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic Staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.