Department of Finance
Faculty of Business and Economics

CASUAL TUTOR (FINANCE)

POSITION NO         Multiple
CLASSIFICATION      Casual

SALARY
Initial Tutorial $155.11 per hour
Repeat Tutorial $103.41 per hour
On-Line Tutor/Marking/Consultations $51.70 per hour

SUPERANNUATION       Employer contribution of 10.5%
WORKING HOURS        Sessional

BASIS OF EMPLOYMENT  Casual for Semester 2, 2022

OTHER BENEFITS       https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY
Applications must be sent via this link ONLY:
https://ctrs.app.unimelb.edu.au/ctrs/
Applications close 13 May 2022.

CONTACT
FOR ENQUIRIES ONLY
Ms Robin Carey
Tel +61 3 9035 4789
Email r.carey@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
Position Summary

Casual Tutors will be required to carry out tutorials, which include student consultations and marking of assessments, in a subject or subjects taught by the Department of Finance.

‘Tutorial’ means any education delivery described as a tutorial in a course or unit outline, or in an official timetable issued by the University. A casual tutor is required to deliver or present a tutorial (or equivalent delivery through other than face to face teaching mode) of a specified duration and perform associated non-contact duties in the nature of preparation, reasonably prompt marking and student consultation.

1. Key Responsibilities

   The expectation is that a casual tutor will make a substantial contribution to the Department’s teaching effort, particularly at the undergraduate level.

   Specific duties required include the following:

   1. The conduct of up to 12 tutorials and/or workshops per week in accordance with Faculty standards as set out in the required half-day training session prior to the start of semester.
   2. Consultation with students up until examination time of the subject or subjects the tutor is involved in.
   3. Marking exams and other assessment(s) connected with their subjects.
   4. Where required, production of teaching materials for students in the tutorial group(s) for which the casual tutor has responsibility.
   5. Participation in relevant professional development activities organised by the Department (ie. additional tutor training)
   6. Attendance at meetings organised by the coordinator(s) of the subject(s) in which they tutor.

2. Selection Criteria

2.1 ESSENTIAL

   Demonstrated successful tertiary study in the relevant subject and/or equivalent qualifications/experience to at Bachelor level, and preferably honours or higher.

   Demonstrated organisational, presentation and communication skills.

2.2 DESIRABLE

   An Honours degree in Finance or equivalent.

   An appropriate background in mathematics and some exposure to economics and commerce.

   Prior teaching or tutoring experience.

2.3 OTHER JOB RELATED INFORMATION
This position requires the incumbent to hold a current and valid Working with Children Check.

3. **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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

4. **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.

5. **Other Information**

5.1 **ORGANISATION UNIT**


5.2 **BUDGET DIVISION**

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal
alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty’s vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

There are approximately 8290 students enrolled in undergraduate and postgraduate degrees within the Faculty. The Faculty is the home of the BCom and BCom (Hons); a much sought after undergraduate degree nationally and internationally. The Graduate School of Business and Economics (renamed in 2010 from the Melbourne Graduate School of Management), offers the full suite of professional masters programs for those with little work experience right through to the experienced executive. It is also the home of leading research masters degrees and the PhD. The Faculty is exploring the options to expand its offerings in Executive Education to ensure that it meets the life-long learning needs of industry, government and the community.

The home of the Faculty of Business and Economics is a new five star energy rated green building recognised and awarded ‘Australian Excellence’ by the Australian Green Building Council. This state-of-the-art facility features a range of collaborative and individual teaching spaces, open-access laboratories, two lecture theatres (409 and 100 seat) and student break-out areas for informal learning. This is supported by cutting-edge audio visual and information technology to facilitate engagement and interaction for both students and staff.

Organisational structure

Within the Faculty there are five academic departments which are:

- Accounting;
- Economics;
- Finance;
- Management and Marketing; and
- The Melbourne Institute of Applied Economic and Social Research (Melbourne Institute).

Further information about the Faculty is available at [http://www.fbe.unimelb.edu.au/](http://www.fbe.unimelb.edu.au/)

5.3 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](http://about.unimelb.edu.au/careers)
5.4 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.

5.5 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