# Graduate Researcher Academic Associate

**Classification**  
Level A.2

**Salary**  
$88,228 p.a. (pro rata for part-time)

**Superannuation**  
Employer contribution of 17%

**WORKING HOURS**  
Part-time (0.2 FTE)

**BASIS OF EMPLOYMENT**  
Fixed term for 1.5 years

**Other Benefits**  
https://about.unimelb.edu.au/careers/staff-benefits

**How to Apply**  
Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

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

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Graduate Researcher Academic Associate Position

The School of Mathematics and Statistics seeks to appoint a Graduate Research Academic Associate in mathematics and/or statistics. Reporting to the GRAA Coordinator and/or Academic Manager (MSLC) the Graduate Research Academic Associate (Mathematics/Statistics Teaching and Learning) is a member of the Mathematics and Statistics Learning Centre (MSLC).

The MSLC fosters innovation in teaching and learning and provides academic and administrative support for teaching and for tutor training in the School of Mathematics and Statistics.

The Graduate Research Academic Associate will deliver small group classes in undergraduate and/or postgraduate mathematics and/or statistics; support the School’s use of online assessment by administering relevant online systems, support and train staff to use the system, and oversee the development of new online assessment resources; assist with recruitment, training and mentoring of new tutor staff; develop and/or update teaching materials for undergraduate/postgraduate mathematics and/or statistics; and provide academic and administrative support for undergraduate teaching as needed.

Depending on the candidate’s background and previous experience, there may also be opportunities to co-ordinate small groups of staff and to contribute to education research/scholarship of teaching and learning.

The Melbourne Graduate Researcher Academic Associate Scheme

The University of Melbourne's Graduate Researcher Academic Associate scheme aims to improve the overall experience of Melbourne graduate researchers, including by fostering greater inclusion of graduate researchers within the University's academic mission, life and community. The scheme invests in the academic training and career development of University of Melbourne graduate researchers, while also providing increased job security.
Key objectives of the scheme:

- Provide graduate researchers with career advancing opportunities to undertake meaningful, paid academic work and to develop professional skills across one or both of the academic domains of Education and Research.
- Provide graduate researchers with paid and certified development to support their professional and career development.
- Establish new, secure academic employment opportunities for graduate researchers.

Eligibility criteria for Graduate Researcher Associate positions:

- All University of Melbourne students undertaking a graduate research degree (Doctor of Philosophy or other research doctorate, Master of Philosophy, and Masters by research) who are:
  - Making satisfactory progress in their course and have passed their confirmation, or
  - Otherwise approved by their Head of School.
- Associates must continue to comply with the requirements of their candidature, including maintaining the time commitment appropriate for their study load, and continuation of employment in an Associate position is contingent on their satisfactory progress.
- Students receiving stipends must continue to comply with the conditions of award of their funding, and conditions on the receipt of income from another source to support living costs while undertaking study may impact eligibility for a Graduate Researcher Associate position.
- Graduate researchers are only eligible to apply for a Graduate Researcher Associate position within the Faculty they are enrolled in as a student.

Graduate Researcher Academic Associate positions are fixed-term part-time, with:

- A minimum FTE of 0.2 and a maximum FTE of 0.3 for full-time Graduate Researchers.
- A minimum FTE of 0.1 and a maximum FTE of 0.15 for part-time Graduate Researchers.
- Minimum 1 year and maximum 5 years in duration, aligned with candidature.

Individual positions can be created in any work focus category (Education and Research, Research Focussed, Education Focussed and Academic Specialist) and are designed to:

- Provide career-advancing opportunities for graduate researchers.
- Provide a minimum of 30 hours of paid time annually to undertake certified development to support professional and career development.
- Contribute meaningfully to the achievement of local Education and/or Research programs.

Note:

Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work.
1. **Key responsibilities**

1.1 **EDUCATION**

The incumbent is expected to contribute to teaching in undergraduate/postgraduate mathematics or statistics subjects according to their expertise. This entails:

- Delivering small group classes including workshops, tutorials and computer laboratory classes
- Marking assessment such as assignments and exams
- Undertaking preparation and associated work, including for teaching and student consultation
- Advising students on academic and administrative matters pertaining to the subject and course
- Developing or updating subject teaching material, such as tutorial activities, lecture notes, revision materials, etc. as appropriate
- Providing academic and administrative support for undergraduate teaching as needed, such as coordinating the tutorial program for individual subjects or administering mid-semester tests

1.2 **LEADERSHIP AND SERVICE**

- Provide academic support for the School’s teaching program as appropriate. This could be in the form of specific subject support or at a broader level.
- Support the School’s use of online assessment by administering relevant online systems, supporting and training staff to use the system, and overseeing the development of new online assessment resources
- Contribute to the recruitment, training and mentoring of new teaching staff
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

1.3 **PROFESSIONAL DEVELOPMENT**

Participating and engaging in a range of professional development activities, totalling at least 30 hours annually. Some anticipated examples are listed below, and to be discussed with the GRAA coordinator and/or the Academic Manager of the MSLC.

- Attending and presenting at teaching and learning/education conferences and seminars
- Undertaking University of Melbourne certified teaching development, such as
  - The **Certificate in Small-Group Teaching CSGT**, a professional development program for those new to university teaching and those interested in solidifying their understanding of key principles and practices of effective teaching and learning. The CSGT is focused primarily on aspects of teaching and learning related to small-group contexts, such as tutorials, seminars, and demonstration; and
  - The **Melbourne Teaching Certificate (MTC)**, a professional development program for University of Melbourne staff with teaching-related responsibilities. The MTC is a cohort-based program completed across one semester, and participants must demonstrate some previous teaching experience and teaching responsibilities at the University of Melbourne in the semester in which they undertake the MTC program. courses in tertiary education teaching, completing relevant CSHE courses and training modules, etc.
Giving lectures and/or guest lectures in a mathematics and/or statistics undergraduate/postgraduate course, particular towards the end of the GRAA’s appointment

Undertaking training sessions and programmes relevant to teaching mathematics and statistics at the tertiary level.

1.4 OTHER

- Attendance at meetings as required and directed by the University
- Undertake other tasks as requested by the GRAA coordinator, Academic Manager of the MSLC or the Head of School
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4

2. Selection Criteria

2.1 ESSENTIAL

- Ability to contribute positively, both individually and as part of a team, to educating, inspiring and supporting students
- Experience teaching small group classes such as tutorials, workshops or computer lab classes in university mathematics and/or statistics
- Excellent written and verbal communication and interpersonal skills
- Excellent organisational skills with the ability to manage one’s own time effectively, administer multiple tasks simultaneously and meet deadlines
- Ability to engage positively in learning and the professional and career development of self and others
- Ability to uphold the University’s expectations for appropriate and respectful behaviour, including respect; to uphold the University’s commitment to a safe, diverse and inclusive workplace; and to comply with the University’s statutes, delegations, policies and processes
- Currently enrolled as a University of Melbourne student undertaking a graduate research degree (Doctor of Philosophy or other research doctorate, Master of Philosophy) and have passed their confirmation and are making satisfactory progress in their course or who are otherwise approved by their Head of School

2.2 DESIRABLE

- Currently enrolled as a University of Melbourne PhD student in the School of Mathematics & Statistics
- Experience in developing or updating subject teaching material, such as tutorial activities and/or lecture notes
- Experience leading small groups in a professional environment
- Digital literacy in educational technology relevant to teaching in mathematics and statistics, including strong computer programming skills
- Experience using an online automated assessment system in mathematics or statistics (such as, but not limited to, WebWork, STACK or NUMBAS), including developing assessment questions in such systems

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

This position may occasionally require to incumbent to work outside of normal working hours and on weekends.

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 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.

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 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.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 34 research only staff and consultants; 16 academic specialists and 16 support staff. In
2020, there were 90 Research Higher Degree and 278 Coursework Master of Science students. Five members of the School staff and one Emeritus Professor are members of the Australian Academy of Science. The school currently hosts two ARC Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

5.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across discovery, fundamental and applied scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, & Ecosystems Sciences; BioSciences; Chemistry; Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics; and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 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. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research and teaching, and to serve diverse national and global communities.

As a Science community we sit across six of the University’s seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

We are the highest ranked science faculty amongst all Australian universities, and are ranked amongst the top science faculties in the world. The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Biodiversity Institute and home to numerous Centres.

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

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