

Position Description

Academic Skills and Language Advisor

Position No:	NEW
Department:	Student & Community Outreach & Engagement Section
School:	Library
Campus/Location:	Preferred location is our Bundoora campus, however other La Trobe campuses will be considered.
Classification:	Higher Education Officer Level 7 (HEO 7)
Employment Type:	Two years fixed term Full-time
Position Supervisor:	Anna Bailey Manager, Learning Hub
Number:	50144059
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Context

The La Trobe University Library provides the University with a clear strategic advantage in learning, teaching and research through the provision of the best possible information resources and services to support the University's strategic plan. We connect the La Trobe community with knowledge through integrated scholarly collections, proactive information services, managed learning spaces and best practice information management.

The Learning Hub Team is within the Student & Community Outreach & Engagement Section of the Partnerships & Engagement portfolio. This portfolio also includes the Academic Outreach & Engagement Section.

The Learning Hub Team is responsible for proactively connecting and engaging with students to improve our student experience and success through online and face-to-face services, communications and programs. The team delivers programs and services in line with the *Library Learning and Teaching Partnership Framework*, which outlines the team's approach to supporting the student experience both within and outside the curriculum, guides continuous improvement of programs so that they are relevant and accessible for students and is aligned with the University strategies. The team also uses other Library frameworks to guide delivery of services and programs e.g. the *Library Outreach and Engagement Framework*, the *Library Quality Framework* and the *Library Communication Framework*.

The Learning Hub service and programs are delivered and developed in collaboration with the Co-curricular Partnerships Team and Learning and Teaching Partnerships Team. This primarily involves: building deep and effective relationships across all campuses; leveraging these relationships to enhance student learning and engagement via bespoke on-campus and online activities; the provision of a learning hub on each campus; and supporting the participation of students in relevant learning opportunities across the regions.

This position reports to the Manager, Learning Hub, and, in collaboration with the Co-curricular Partnerships Team, will provide individual and small-group academic skills consultations, and develop and teach workshop programs to build students' academic skills. The role will also develop learning resources as needed.

Duties include:

- Provide individual and small-group consultations (online and face-to-face) that help students to develop their academic and language skills
- Develop and deliver university-wide academic skills, writing and English language workshop programs that assist students' successful transition into and through university at all levels (online and face-to-face)
- Develop and deliver discipline- and subject-specific workshops at all levels that assist students' successful completion of academic requirements (online and face-to-face)
- Develop academic skills and language online resources in collaboration with Learning Hub and Library colleagues
- Apply theoretical knowledge to the development of innovative and effective teaching and advising practices, including online

- Make appropriate student referrals to other University support services, for example Student Wellbeing, with due attention to confidentiality requirements
- Handle student referrals from other services in a timely and responsive manner, and with due attention to confidentiality requirements
- Build and maintain effective relationships with staff in other areas of the University, including academic staff, to enable collaborative development of workshops and programs
- Engage with relevant staff across the University to achieve consistency and complementarity across the various learning support services
- Maintain accurate data gathering and record keeping, and utilise data and feedback to ensure continuous improvement of teaching and advising practice
- Recruit, train, lead and mentor a team of Peer Learning Advisors (PLAs) for a designated campus, if required
- Undertake other duties as directed by the Manager, LearningHub

Key Selection Criteria

Essential

- Postgraduate qualifications in Education, TESOL or a related field, together with relevant experience; or an undergraduate degree in a related field with at least 4 years' relevant experience
- Demonstrated experience teaching and advising tertiary academic skills and sound knowledge of academic skills required for successful tertiary study
- Demonstrated understanding of issues faced by students undertaking tertiary study at all levels
- Ability to apply theoretical knowledge to developing innovative practices or methodologies to engage, teach and advise students
- ~~Outstanding spoken and written communication skills~~
- Excellent interpersonal and communication skills, and demonstrated capacity to work collaboratively with academic and professional staff, and to accept responsibility for outcomes
- Demonstrated competence to operate and teach with confidence using online technologies and platforms

Highly Desirable

- Experience in supervising student employees who deliver first-tier student-facing services
- Experience in developing online learning resources / instructional design in a related field

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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- For Human Resource Use Only Initials: Date: