The School of Economics employs around 50 new tutors each year to undertake tutorial work in undergraduate and postgraduate economics courses. Tutors are appointed on a casual basis for the entire year. There is no formal mid-year intake for Semester 2.

If you have achieved a GPA of 6.0 or better in economics courses and have completed at least 2-3 years of undergraduate study, including 16 units (8 courses) of ECON-coded courses OR 8 units (4 courses) of a Masters program in Economics, you may be considered for tutorial work in the School. Economics Honours and PhD candidates are encouraged to apply. Postgraduate coursework students with completion of at least one semester’s worth of full-time (economics) study are also eligible to apply.

You must meet high standards of presentation, be enthusiastic, reliable, punctual, possess excellent communication and organisational skills; and have demonstrated an interest in helping other people.

Application Procedures

If you are interested in tutoring for the School of Economics, please apply via UQ Jobs [http://jobs.uq.edu.au](http://jobs.uq.edu.au). Applications must include a short cover letter, application form, resume, and academic transcript by no later than Monday 23 October 2017, in order to be considered for tutorial work commencing in Semesters 1 & 2, 2018.

Interviews

If you have been shortlisted for the tutor position, you will be required to attend an in-person interview during November 2017. You will be advised if you have been accepted into the School of Economics Tutorial Program shortly after your interview. However, as enrolment numbers cannot be accurately predicted until February 2018, details of any tutorial work allocated to you may not be advised until this time. If you are successful in gaining a tutor position, your appointment will commence from the week preceding Orientation Week in 2018. Your first responsibility will be to attend the Tutor Training Day (see below).

Induction and Training

Tutor Training Day will be held on Friday 16th February, 2018. Detailed information will be provided to successful applicants. For new tutors, it is a condition of appointment that they attend this training. If you cannot attend, this may mean you cannot be appointed. Issues covered at the Training Day include tutor duties and responsibilities, teaching strategies, School facilities, Occupational Health and Safety, teaching evaluations and administrative matters such as timesheets and pay. A tutor manual will be provided. You will also be required to attend a follow-up training session in approximately teaching week five. You will be paid to attend both training sessions.

Courses for which tutors may be needed in 2018:


**Semester 2:** ECON1010, 1020, 1050, 1110, 1120, 1310, 1320, 2010, 2030, 2040, 2050, 2200, 2300, 2320/7322, 2420, 2460/7460, 2540/7540, 2560, 3050, 3200, 3050, 3210, 3220/7740, 3330/7331, 3340/7341, 3360/7360, 7000, 7001, 7002, 7021, 7110, 7150, 7200, 7300, 7310, 7520, 7530.

Administrative Responsibilities of Tutors

The School expects that you will undertake your assigned tutorial work throughout the semester. However, if you are unable to undertake your tutorial commitments at any time owing to extenuating circumstances, it is your own responsibility to arrange a replacement tutor from amongst the tutors in the course in which you are involved. If the inability is sudden (e.g. illness) please contact the Course Coordinator, Course Administrator, or the Economics Enquiries Office.

You will be provided with access to photocopiers and printing facilities. You will also be provided with a UQ Staff Email Account. The majority of correspondence will be via email, and it is important you check your staff email account daily. You are not required to provide your email address to students and are not encouraged to provide your phone number to students; students should always attend consultation to seek assistance. Note that tutors are not paid to provide online tutoring support to students by email.

As a condition of your continued appointment, you are required to undergo a Teaching Evaluation each semester. Details will be emailed to all tutors during the semester. Note: the allocation of work in second semester is dependent upon achieving satisfactory teaching evaluations in first semester, and the availability of casual work.

Availability

Tutors are appointed from the week preceding Orientation Week in first semester until the week following the exam period in Semester 2, 2018.

Working hours are usually between the hours of 8 am to 6 pm Monday to Friday from the beginning of each semester (O-Week) until the end of exams.

NOTE: Absence during teaching weeks or the exam period (e.g. planned holidays, other work commitments) may preclude you from being considered for a tutoring position.

All tutors are expected to be available to undertake marking for final examinations. Tutors will not be considered for additional work unless they are available for the duration of this timeframe.

Supervision

Your immediate supervisor will be the Course Coordinator for the course in which you are tutoring. Your immediate supervisor will inform you of how you will be supervised (e.g. weekly meetings, regular email correspondence). They will also provide you with a tutorial plan for the semester. Your supervisor will generally hold a tutor meeting at the beginning of the semester to discuss this with you. Those tutoring in a course with larger enrolments will be supervised by the Course Administrator for that course.

Hours of Work

A “standard” workload is 3 x 1 hour tutorials, 2 x 1.5 hour tutorials, or 2 x 2 hour tutorials per week. This means 7-10 hours pay and 7-10 hours work per week (for preparation, delivery and consultation). Additional payments will be made for marking (e.g. assignments, progressive examinations and final examinations). You may also be paid for exam invigilation, exam viewing sessions, meetings and other work as requested by your supervisor. In some weeks (e.g. when marking) you may have to work a greater number of hours.
Payment

The 2017 hourly rate for casual tutors is $43.71 (for 2018 rates see http://www.uq.edu.au/current-staff/index.html?page=11206 for updates). Casual tutors with a “standard” workload will be paid at three times the hourly rate for the first tutorial of the week. For a 1 hour tutorial, this entails 1 hour delivery + 2 hours preparation. The 2nd and 3rd tutorial of the week in the same course will be paid at twice the hourly rate, which entails 2 hours delivery + 2 hours consultation per week.

Additional hours of work (non-delivery) will be paid at the hourly rate.

Tutors with a workload greater than 3 x 1 hour tutorials per week, will be paid for each additional tutorial at twice the hourly rate and will therefore need to undertake additional duties to fulfil their associated work time.

To claim payment, tutors are required to submit online timesheets on a fortnightly basis. Timesheet instructions will be provided upon appointment by the Tutorial Programs Coordinator.

Resources

The School of Economics will provide tutors with the following resources:

- Relevant course materials including textbooks;
- Stationery for tutorial duties;
- Printing facilities for tutorial purposes;
- Staff Email Account.

School Details

Website: http://www.economics.uq.edu.au
Location: Level 6, Colin Clark Building (#39), St Lucia Campus
Telephone: +61 (7) 3365 6570
Email: enquiries@economics.uq.edu.au

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