POSITION DESCRIPTION

Position Title: Casual Tutor and Casual Facilitator
Organisation Unit: UQ Business School
Type of Employment: Casual

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more Australian Teaching and Learning Council Awards for Teaching Excellence than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
Organisational Environment

The UQ Business School is located on the St Lucia campus with a staff of approximately 170 academic staff; 150 equivalent tutors and 85 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

The School has seven main areas of academic strength represented by disciplines – accounting and accountability; business information systems; finance; management; marketing; strategy; and tourism – with an associate professor reporting to the Head of School leading each discipline. Currently, the School has over 8,000 students enrolled in its programs: approximately 6,200 at undergraduate level; 2,000 at postgraduate coursework level; and around 160 in higher degree by research programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s mission is to be courageous thinkers who empower future leaders to positively transform business and society. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School enjoys strong research links with leading international research schools.

Details of the teaching programs, research activities and business relations may be accessed through the School’s web site at: http://www.business.uq.edu.au/.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://bel.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

To engage, and facilitate student learning and assessment as a Tutor in undergraduate and/or postgraduate courses offered by the UQ Business School.

Duties

Facilitator Duties

Casual Facilitators do not create the academic material but assist the lecturer and explain the content within the Seminar/Lecture/Workshop, or run a practical session. The primary purpose of the facilitators is to assist the teaching staff in their delivery by answering in-class questions and providing explanation to students on course content.

Casual Tutor Duties

Duties and responsibilities include, but are not limited to:
Teaching and Learning

- Prepare and deliver tutorials as instructed by the Course Coordinator, Associate Lecturer or Lecturer.
- Mark assessment items arising directly from the conduct of the tutorial (e.g. tutorial quizzes, oral presentations).
- Conduct regular (usually) weekly student consultation at specified times to answer individual and group student queries on course content.
- Attend other training as directed by the supervisor.

Administration

- Maintain tutorial participation and attendance lists as required.
- Monitor and respond promptly to emails from Academic and Administration staff within one business day.
- Attend course specific tutor meetings as required.
- Organise and undergo SETutor Evaluations for all tutorials and maintain a satisfactory teaching evaluation score.

Induction and Training

- As a condition of appointment, all tutors must attend a Tutor Development Day held prior to the beginning of Semester 1 each year. You must also make yourself available to other training at the direction of your supervisor.
- Complete the UQ Annual Fire Safety and General Workplace Safety Induction online training modules.
- Complete the UQ Academic Integrity Tutorial online training module.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University's Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Course Coordinator, Associate Lecturer, Lecturer and/or Discipline Leader as appropriate.
SELECTION CRITERIA

Essential

- Must have a minimum qualification of an undergraduate degree in a business related area.
- Minimum GPA of 4.0/pass or enrolment in a relevant postgraduate program (coursework or HDR).
- No finding of ‘guilty’ in student misconduct matters.
- Demonstrated effective teaching skills or potential to rapidly acquire this skill, including the ability to encourage student input, be approachable and provide clear helpful advice and feedback.
- Proficiency in the use e-learning systems (e.g. Blackboard) or ability to rapidly acquire this skill.
- Comfort and confidence with public speaking and the ability to effectively lead small groups.
- High level of interpersonal, written, and oral communication skills including the ability to provide advice to and liaise with a wide range of individuals including senior academics, students, and professional staff.
- Demonstrated ability to exercise tact, good judgement and maintain confidentiality.
- Ability to prioritise own workload, work independently and meet deadlines.
- Willingness to undertake a Student Evaluation of Tutor (SETutor) questionnaire; and, if a Higher Degree by Research (PhD) student, willingness to participate in the Graduate Teaching Assistant (GTA) program.
- Ability to work collaboratively with colleagues, particularly the relevant course coordinators.

The University of Queensland values diversity and inclusion.