The UQ Business School employs approximately 150 tutorial staff each year to undertake tutorial work in undergraduate and postgraduate courses. Tutors are appointed on a casual basis for the entire year. There is no formal mid-year intake for Semester 2.

To be considered for casual tutorial/facilitator work within the UQ Business School, you must have a minimum qualification of an undergraduate degree in a business related area and have achieved a minimum GPA of 4.0/pass and/or be currently enrolled in a relevant postgraduate program (coursework or HDR). In addition to this, you must also have no finding of ‘guilty’ in student misconduct matters and have 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.

Tutors/facilitators must meet high standards of presentation, be enthusiastic, reliable, punctual, possess excellent communication and organisational skills, and have a demonstrated interest in helping students.

**Application Procedure**

Individuals interested in applying should do so online at UQ Jobs [http://jobs.uq.edu.au](http://jobs.uq.edu.au). Applications must include a completed application form, one page resume, SECaT or SETutor Evaluations (for continuing UQ tutors) and academic transcript by no later than **Sunday 7th January 2018** in order to be considered for tutorial work commencing in Semester 1 and/or Semester 2, 2018.

**Induction and Training**

A Tutor Development Day will be held on **Friday 16th February 2018**, and detailed information will be provided to successful tutorial applicants. Please note that it is a condition of your employment that you attend this session and if you are unable to attend, this may mean that you cannot be appointed. Issues covered at the Tutor Development Day include tutor duties and responsibilities, teaching strategies, School facilities, Occupational Health and Safety, teaching evaluations and administrative matters such as Timekeeper forms and pay codes. Tutor development kits and log-in details (for new staff) will be provided and tutors will be paid to attend this training session.

In addition to the above, all casual tutorial staff are required to complete the below online assessments prior to commencing in their roles:
- General Workplace Safety Training (every 5 yrs): [http://www.uq.edu.au/ohs/?page=153556](http://www.uq.edu.au/ohs/?page=153556);

**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 and to advise the Course Coordinator of the change as early as practicable. If the inability is sudden (e.g. illness), please contact the Course Coordinator, Associate Lecturer or Lecturer as appropriate.

All tutors/facilitators will be provided with access to photocopiers, printing facilities and a mailbox which they should check regularly. Tutors will also be provided with a UQ Staff Email Account and the majority of correspondence will be provided via this email address; therefore, it is important that you check it daily. Tutors are not required to provide their email address to students and are not encouraged to provide their phone number to students; students should always attend consultation sessions 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, all tutors/facilitators in the UQ Business School 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, as well as the availability of casual work.

Availability

Tutors/facilitators are appointed from the week proceeding Orientation Week in first semester until the week following the exam period in Semester 2, 2018 (i.e. until Friday 30th November 2018).

Working hours are usually between the hours of 8am to 6pm 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 supervisor will inform you of how you will be supervised (e.g. weekly meetings, regular email correspondence etc.). They will also provide you with a tutorial plan for the semester. Your supervisor will generally hold a 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 Associate Lecturer/Lecturer for that course.
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Hours of Work

A “standard” workload is 3 or 4 x 1 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/facilitators is $43.71 (for 2018 rates see http://www.uq.edu.au/current-staff/current-pay-schedules 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 or 3rd tutorial of the week in the same course will be paid at twice the hourly rate, which entails 1 hour delivery + 1 hour consultation/other academic duty per week.

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

To claim payment, tutors/facilitators are required to submit online timesheets on a fortnightly basis. Timesheet instructions will be provided on appointment by the Tutor Program Coordinator at the Tutor Development Day.

Resources

The UQ Business School will provide tutors with the following resources:

- Relevant course materials including textbooks
- Office space for student consultation
- Access to photocopiers and mailboxes
- Stationery for tutorial duties
- Printing facilities for tutorial purposes
- Staff Email Account.

UQ Usernames and Passwords for new tutors will be available for collection from the UQ Business School Executive Administration Team located in the Colin Clark Building, Level 4, Room 458 one week prior to your commencement.

For information regarding email accounts, computers and printers within the UQ Business School, please contact the IT Team located in the Joyce Ackroyd Building, Level 4, Room 403.
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UQ Business School Contacts

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