**POSITION DESCRIPTION**

**Position Title:** Casual Tutor  
**Organisation Unit:** School of Economics  
**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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 national teaching excellence awards 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, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).
UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Organisational Environment**

UQ's School of Economics is a leading provider of economics education in Australia, with a strong reputation for research and teaching worldwide.

Located on the St Lucia campus as part of the Faculty of Business, Economics and Law, the School is home to more than 1800 domestic and international students, 12 professional staff and 70 active teaching and research staff. Its accomplished scholars claim a large share of Australia’s economics honours, national teaching awards, competitive research grants, fellowships, publications and media coverage.

The School of Economics is consistently ranked in the top five per cent of economics research institutions internationally. It is among the leading economics research departments in Australia, with all research ranked as well above or above world standard by the 2015 ERA assessment. The School also has an established research centre and an active seminar and visitor program, providing exposure to researchers from around the world.

The School’s high-quality teaching programs benefit significantly from its research across economic theory, econometrics and applied economics. Students have access to Australia’s largest range of undergraduate economics courses as well as several master’s programs, many of which include an interdisciplinary focus. Courses and programs are designed to give students the knowledge and skills they need to secure successful careers in an increasingly connected and competitive world. This challenging academic environment attracts the top economics students from around Australia and internationally.

Information about the Faculty and the School may be accessed on the Faculty's web site at https://economics.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
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 School of Economics.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning
- Prepare and deliver tutorials as instructed by the Course Coordinator and/or Tutorial Coordinator.
- Mark assessment items arising directly from the conduct of the tutorial (e.g. tutorial quizzes, oral presentations).
- Mark assignments and exams under the supervision of the Course Coordinator in accordance with University policies.
- Conduct weekly student consultation at specified time to answer individual and group student queries on course content.
- Attend and assist with exam viewing sessions as required.

Administration
- Maintain tutorial participation and attendance lists as required.
- Monitor and respond promptly to emails from Academic and Administration staff.
- Attend course specific tutor meetings as required.
- Undergo SETutor Evaluations for all tutorials and maintain a satisfactory teaching evaluation score.
- Comply with the University’s Code of Conduct (refer to the University’s website at https://ppl.app.uq.edu.au/content/1.50.01-code-conduct)
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities)

Induction and Training
- As a condition of appointment, new tutors must attend the Tutor Training Day held on Friday 22nd February 2019. New tutors will also be required to attend a follow-up training session in approximately teaching week five.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- 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 Senior Administration Officer (Tutorial Programs and Course Administration).

SELECTION CRITERIA

Essential

- 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.
- Ability to communicate economics at undergraduate or postgraduate levels.
- Well-developed communication and interpersonal skills with the ability to relate to students.
- High standard of presentation, reliability and punctuality.
- An appreciation of the aims of the School and the University, and a willingness to contribute to the achievement of organisational goals.

Desirable

- Achieved a GPA of 6.0 or better in economics courses and a grade of 6.0 or higher in any course a tutor may express as a preference.
- Economics Honours and PhD candidates are encouraged to apply.
- Past and current students of UQ will be given preference.
- Experience in tutoring or facilitating group learning.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.