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 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the School brings together 10,000 students and 130 subject experts.

UQ Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities.

The School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, strategy and entrepreneurship, and tourism.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs.

To learn more about UQ Business School, please visit [https://www.business.uq.edu.au](https://www.business.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](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 UQ Business School.

**Duties**

Duties and responsibilities include, but are not limited to:

**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 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 the Course Coordinator, Associate Lecturer, Lecturer and/or Discipline Leader as appropriate.
SELECTION CRITERIA

- 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.

Seminar

Applicants invited for interview may be expected to present a seminar in conjunction with the selection interview process.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to hr@bel.uq.edu.au