



## Position Description

<b>College/Division:</b>	College of System and Society (CSS)
<b>Department/Unit:</b>	School of Computing
<b>Position Title:</b>	Casual Sessional Academic (Tutor)
<b>Classification:</b>	Casual Sessional Academic
<b>Position No:</b>	
<b>Responsible to:</b>	Course Convenor
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	N/A

### PURPOSE STATEMENT:

As one of the great universities of the world, ANU is driven by a culture of excellence in everything we do. Our lived experience is increasingly one of large-scale systems of people, whose actions and interactions are influenced by our digital, physical and biological environment. The ANU College of Systems & Society hosts many of the key disciplines necessary to help us design, build, regulate and secure the future. The College uses systems-based approaches to solve modern global challenges and brings together critical capabilities in understanding the modern interfaces between systems, technology, processes, the physical world, and the social world.

The School of Computing has a strong foundation in computing and information sciences at ANU. We are a transformative centre for research in artificial intelligence and machine learning, computer systems and software, and theoretical foundations of computing. We span traditional and modern thinking, connecting decades of computer science methodologies with modern data and computational science. Our mission is motivated by the need to design, drive and sustain strategic activities via five broad focus areas: Computing Foundations, Computational Science, Intelligent Systems, Data Science and Analytics, and the Software Innovation Institute. Be part of an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The purpose of this appointment is to support Course Convenors in the deliver of the School's teaching program.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

Appointees to this role will be a member of the School of Computing. They will work closely with Course Convenors on specific courses, assisting in the delivery of teaching and assessment activities.

#### Role Statement:

Specific duties required of a Tutor may include:

- Attend teaching related meetings with the course convenor and/or other staff, when required
- Attend tutor training as required
- Attend any other training, as requested (e.g. mental health awareness, unconscious bias, etc.)
- Prepare for and deliver lectures and/or tutorials/labs, as specified
- Conduct classes to an appropriate standard of teaching and professionalism.
- Interact with students as appropriate (e.g. face to face, email, course forums etc.)
- Participate in assessment as appropriate, including marking each assessment item consistently across groups, and in accordance with the guidelines given
- Other duties consistent with the role of casual sessional academic staff under the ANU Enterprise Agreement
- Be familiar with, and comply with, the [ANU Guideline: Code of practice for teaching and learning](#)
- Take responsibility for your own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**Skill Base:**

A Tutor shall have qualifications and/or experiences recognised by the institution as appropriate for the relevant discipline area, or undertake training to meet requirements, as instructed.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

**References:**[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)