POSITION DESCRIPTION

Casual Tutors – SEIT

<table>
<thead>
<tr>
<th>Position Level</th>
<th>Level A</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>UNSW Canberra (ADFA)</td>
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<tr>
<td>School</td>
<td>School of Engineering and Information Technology</td>
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<td>Original Document creation</td>
<td>25/11/ 2020</td>
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Position Summary

A Tutor within the School of Engineering and Information Technology (SEIT) supports the teaching activities of SEIT. The Tutor will be involved in advancing the School’s profile by conducting activities to support teaching and delivery in a range of undergraduate and postgraduate courses offered by the School. The position will also contribute to the effective functioning of the School by undertaking a range of other administrative duties related to supporting students in the School.

The role of Tutor reports to the Head of School and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

1. Conduct high-quality teaching in undergraduate courses in one or more of the following: Operations Research, Industrial Engineering, Data Analytics, Decision Analytics, Computer Science, Aviation, Air Traffic Management and Airport Operations and Systems.
2. Develop new and review existing course/educational material as appropriate.
3. Support the delivery of postgraduate programs
4. Attend departmental and faculty meetings and participate in professional activity as appropriate.
5. Undertake a range of administrative tasks as directed by senior disciplinary colleagues or the Head of School.
6. Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
Skills and Experience

1. A demonstrated ability to undertake quality teaching of both introductory and specialist courses at undergraduate or postgraduate levels.

2. A demonstrated ability to work positively and cooperatively in a teaching and research-intensive environment.

3. Either a PhD or progressing towards a PhD in the relevant teaching area. A Master level qualification with relevant experience may also be considered.

4. The ability to apply new and innovative methods to teaching undergraduate students.

5. Excellent interpersonal, oral and written communication skills appropriate for interacting effectively with team members, collaborators and colleagues across the Faculty.

6. Ability and capacity to implement required UNSW health and safety policies and procedures.

Pre-Employment checks required for this position

1. Verification of Qualifications
2. Criminal History Check
3. Identification & Australian Work Rights Check