

Learning Adviser (Indigenous Students) Indigenous Academic Success

Division of Student Services

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	Hours of work will be allocated according to student needs within the 7am-7pm band. Appointment is conditional upon the successful applicant producing, satisfying and maintaining a "Working with Children Check", in accordance with the <i>Commission for Children and Young People Act (NSW)</i> .
Nature of Employment	Fixed Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	April 2018

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

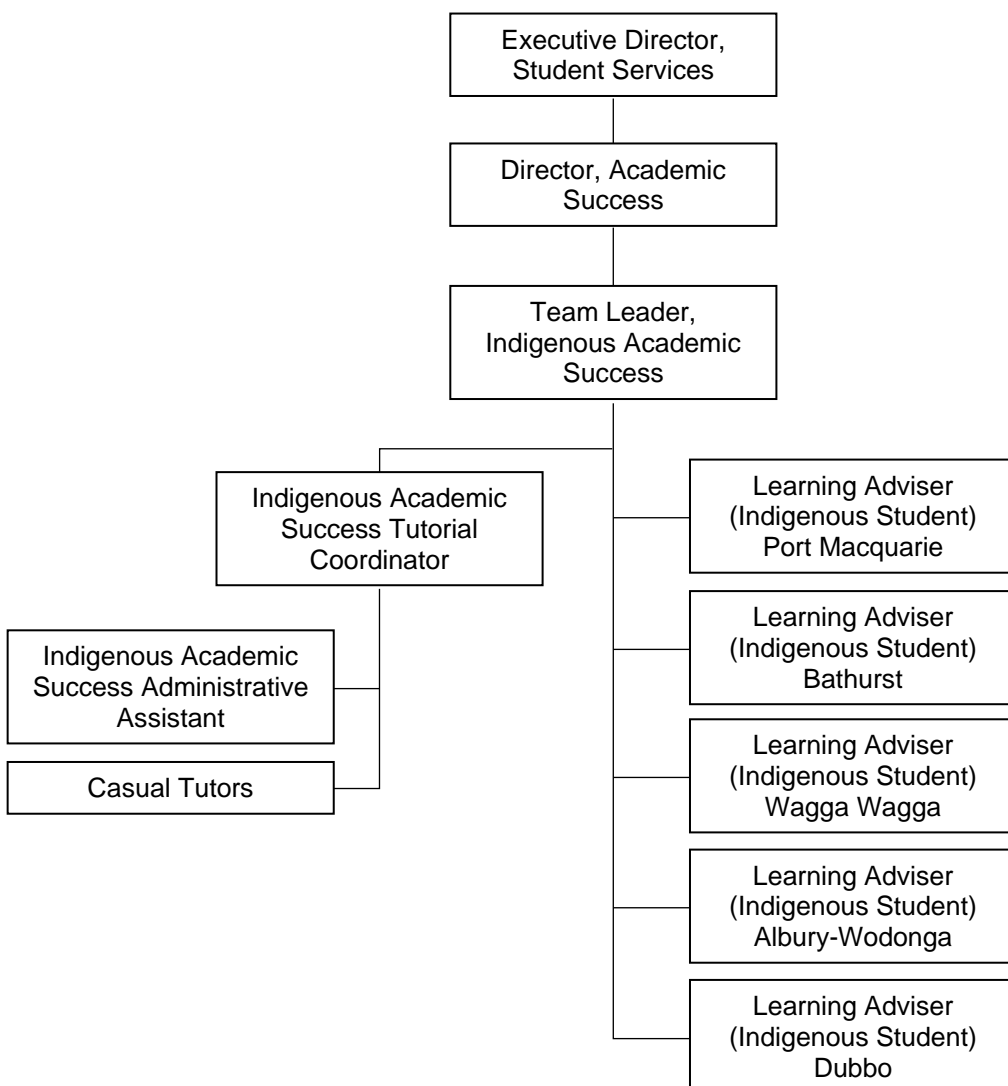
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Student Services

Charles Sturt University develops holistic, far-sighted people who help their communities grow and flourish. Acknowledging the culture and insight of Indigenous Australians, CSU's ethos is clearly described by the Wiradjuri phrase: yindyamarra winhanganha (*the wisdom of respectfully knowing how to live well in a world worth living in*).

Staff in the *Division of Student Services* work collaboratively with Faculties and Divisions to enhance students' University experience. We recognise that successful transition into University depends upon an holistic approach involving academic and social integration. Through inclusive practices we build aspiration levels for Higher Education, enhance participation in chosen courses of study and enable people to make smooth transitions into University and into the workforce.

Organisational Chart



Reporting Relationships

This position reports to: Team Leader, Indigenous Academic Success

This position supervises: Nil

Key Working Relationships

- Team Leader, Indigenous Academic Success
- Indigenous Academic Success Tutorial Coordinator
- Indigenous Academic Success Administration Officer
- Other Learning Advisors (Indigenous) Indigenous Academic Success
- Student Liaison Officer's (Indigenous)
- ALLaN (Academic Literacy, Learning and Numeracy Teams)
- other staff across the Division of Student Services as required

Position Overview

The Learning Adviser (Indigenous Students), Indigenous Academic Success, will support the University in regards to providing Indigenous students' general academic support. The Learning Adviser (Indigenous Students) will develop and deliver programs to CSU Indigenous students in both Online and on campus delivery modes for individuals and groups of students. The Learning Adviser (Indigenous Students) will also work in collaboration with relevant Student Liaison Officer (Indigenous) to facilitate weekly Study Sessions and is also required to refer students to other services if necessary.

Principal Responsibilities

- Develop and deliver high quality workshops and services, including a weekly Study Sessions, to Indigenous students in order to develop the necessary academic literacy and learning skills for successful university study. This will involve both Online and face to face delivery to individual and groups of students.
- Assist in the development, delivery and evaluation of high quality resources and workshops to support achievement of CSU Indigenous Graduate Outcomes (for both students and staff).
- Develop and maintain case management for "at risk" Indigenous students in collaboration with Student Liaison Officer (Indigenous), faculty academics and other relevant support staff at CSU.
- Maintain fortnightly reports or updates to the Team Leader, Indigenous Academic Success.
- Actively engage in the broader working and achievement of the goals of the Academic Success Team, including attendance and participation in meetings, involvement in projects, preparation of reports and presentations, and participation in collaborative initiatives with team members and colleagues from the broader CSU community.
- Undertake other duties as appropriate to the classification as required.

Physical Capabilities

- This position may involve working in environments beyond the University campus on which the Indigenous Academic Success Coordinator is normally located and car and/or air travel. The staff member may be required to drive a University vehicle between campuses and to external events.
- The majority of work will involve working on a computer in an office environment.
- The incumbent may be required to:
 - Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.
 - Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.

Selection Criteria

Applicants are expected to have the following requirements to be considered for this position:

Essential

- A. An excellent working knowledge and understanding of Aboriginal and Torres Strait Islander cultures and societies, and be able to communicate sensitively and effectively within this environment.
- B. A degree, normally with 2 or more years subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (eg an Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- C. Recent teaching, tutorial or instructional experience including a demonstrated ability to relate well to, engage with and engender confidence in students from diverse backgrounds to achieve learning outcomes.
- D. A sound understanding of the issues related to and demonstrated skills in the development of academic literacy and learning competencies necessary for Indigenous students to succeed in university studies.
- E. Demonstrated capacity to engage in collaborative practice, contribute to a collegial environment and coordinate work with others to achieve quality outcomes.
- F. Highly developed interpersonal and communication skills, including excellent writing and presentation skills, and the ability to embrace cultural change and changes in professional practice.
- G. Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of culturally diverse people in all work practices.

Desirable

- H. Identify as an Indigenous Australian

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)