



POSITION DESCRIPTION

School of Culture and Communication
Faculty of Arts

Principal Tutor – International Education

POSITION NO	0043819
CLASSIFICATION	Level A
SALARY	\$69,148 - \$93,830 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed-term until 31 December 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Jennifer Beckett Tel +61 3 8344 5293 Email jennifer.beckett@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The School of Culture and Communication offers a range of transnational programs in the Graduate School of Humanities and Social Sciences including Global Media and Communication, Marketing Communications, Arts and Cultural Management, Publishing and Editing, Creative Writing, Editing and Publishing, and Art Curatorship. This position in the School of Culture and Communication aims to strengthen capacity and engagement, with regard to curriculum, student-academic interaction, and teaching our cohort of international students. The Arts and Cultural Management and Global Media and Communications programs have more than 50% international students and the School aims to both better equip staff with the knowledge required to respond to this student population, and to offer specific support for students.

As Principal Tutor—International Education, your primary focus will be to identify and support the needs of international students, and assist staff with curriculum design and advice. You will be expected to contribute to teaching excellence within the discipline, by advising on and fostering best practice in the coordination of subjects, preparation and conduct of lectures and tutorials and related assessment, as well as offering one-to-one and group consultations and workshops with students.

Reporting to the SCC Director of Graduate Studies and other staff leading the graduate degrees, the applicant would be expected to evaluate the key initiatives with which he/she will be involved and prepare reports for the School Executive. The Principal Tutor—International Education will also receive mentoring in the teaching qualities important for an academic career. We are seeking to appoint a person who has appropriate academic qualifications; teaching experience, as well as some relevant industry or international experience.

In this role you will be expected to:

- (i) improve knowledge of pedagogic models for integrating international students into our teaching and graduate cohort more effectively;
- (ii) assist teaching staff to respond effectively to the needs of this student cohort, by preparing curriculum resources and teaching plans that encourage international students to participate more actively;
- (iii) work with Subject coordinators to plan and develop assessment tasks that are constructively aligned with the teaching aims of the subject and appropriate for a multicultural student cohort, and to encourage students to develop an advanced proficiency with a range of communications forms (including visual, digital, literary etc);
- (iv) engage with international students in graduate programs, including those in the PhD cohort, by offering informal and formal opportunities to meet, such as workshops, in order to develop writing and speaking confidence;
- (v) develop a bespoke engagement program for international students (including a welcome event and induction within the School and tours of relevant cultural organisations or events);
- (vi) manage a buddy scheme and/or other social events for international students;

The aim of this role is to help deliver quality learning outcomes to international students, to ensure GPAs achieved by international students are improved, and to strengthen the graduate cohort experience. These aims align with the priorities of the School of Culture and Communication.

We have identified several measures to evaluate the success of this initiative including surveys; monitoring of international student results, new approaches to internship preparation, and teaching and learning outcomes; and mapping the degree of confidence with which this cohort interact with the School and its programs.

1. Key Responsibilities

1.1 TEACHING

- ▶ Delivery of specialist learning workshops for international students;
- ▶ Creation of an international students network portal on the School of Culture and Communication website;
- ▶ Establishment of the international student buddies network;
- ▶ Prepare and conduct seminars and workshops for teaching staff in the School;
- ▶ Contribute to the development of course and subject material;
- ▶ Work with teaching staff to design subject guides and assessment tasks to support Major and Subject level Learning Outcomes.

1.2 SERVICE TO THE DISCIPLINE

- ▶ Contribution of professional expertise to the community.

1.3 SERVICE TO THE SCHOOL

- ▶ Attend meetings and undertake administrative activities in relation to the position where required.
- ▶ Represent the School as a Committee member at meetings as required.

1.4 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An undergraduate degree and a Masters level qualification in a relevant discipline;
- ▶ Proven record mentoring and supporting international students in the higher education sector;
- ▶ Demonstrated understanding of the experience of higher education for international students;
- ▶ Demonstrated track record of effective teaching and learning practices and a proven ability to develop educational resources, particularly for multicultural cohorts;
- ▶ A proven ability to provide excellent advice for students and to develop workshops designed to support the development of skills;
- ▶ Excellent written and oral communication skills;
- ▶ Proven record of effective community engagement and networking;
- ▶ Excellent interpersonal skills demonstrated by the ability to work effectively as a part of a small team and liaise with a wide range of people including staff, students, and members of corporate and community groups;
- ▶ Demonstrated expertise in new media technologies in teaching.

2.2 DESIRABLE

- ▶ An ability to speak a second language, such as Mandarin.
- ▶ Familiarity with the University of Melbourne's systems, policies and procedures and a willingness to undertake specific University training in technologies and procedures relevant to teaching practice.
- ▶ An academic background that relates to the School's core research interests, which span Culture, Communication, Media, Journalism, Screen, Art History, Literary Studies, Theatre, Indigenous Studies and Publishing.

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. *Other Information*

5.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/culture-communication>

5.2 BUDGET DIVISION

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>