



## POSITION DESCRIPTION

Department of Finance  
The University of Melbourne

### CASUAL TUTOR (FINANCE)

POSITION NO	Multiple
ORGANISATION UNIT	Department of Finance
BUDGET DIVISION	Faculty of Business and Economics
RATES	Initial Tutorial \$137.18 per hour Repeat Tutorial \$91.44 per hour On-Line Tutor/Marking/Consultations \$45.72 per hour Please note that tutors taking third year subjects will get a bonus of \$45.72 per hour in addition to their initial tutorial rate.
EMPLOYMENT TYPE	Casual
OTHER BENEFITS	<a href="http://www.about.unimelb.edu.au/careers/info/benefits">www.about.unimelb.edu.au/careers/info/benefits</a>
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Please ONLY apply via this link: <a href="https://www.online.fbe.unimelb.edu.au/ctrs/">https://www.online.fbe.unimelb.edu.au/ctrs/</a>
CONTACT FOR ENQUIRIES ONLY	Ms Robin Carey Tel +61 3 8344 9755 Email <a href="mailto:r.carey@unimelb.edu.au">r.carey@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>
CLOSING DATE	For semester 2: Sunday 4 June 2017

For information about working for the University of Melbourne, visit our website:  
**[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)**

## ***Position Summary***

Casual Tutors will be required to carry out tutorials, which include student consultations and marking of assessments, in a subject or subjects taught by the Department of Finance.

'Tutorial' means any education delivery described as a tutorial in a course or unit outline, or in an official timetable issued by the University. A casual tutor is required to deliver or present a tutorial (or equivalent delivery through other than face to face teaching mode) of a specified duration and perform associated non-contact duties in the nature of preparation, reasonably prompt marking and student consultation.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Demonstrated successful tertiary study in the relevant subject and/or equivalent qualifications/experience to at least third-year level, and preferably honours or higher.
- ▶ Demonstrated organisational, presentation and communication skills.

#### **1.2 DESIRABLE**

- ▶ An Honours degree in Finance or equivalent.
- ▶ An appropriate background in mathematics and some exposure to economics and commerce.
- ▶ Prior teaching or tutoring experience.

### ***2. Special Requirements***

- ▶ A casual tutor must be available for consultation with their students up until examination time and must make themselves available to the Department for marking of assignments, final exams and any other assessment(s) connected to their subjects.
- ▶ A teaching assistant will be involved in taking consultations and marking only – there are no tutorials for postgraduate subjects.

### ***3. Key Responsibilities***

- ▶ The expectation is that a casual tutor will make a substantial contribution to the Department's teaching effort, particularly at the undergraduate level.
- ▶ Specific duties required include the following:
  1. The conduct of up to 10 tutorials and/or workshops per week in accordance with Faculty standards as set out in the required half-day training session prior to the start of semester.
  2. Consultation with students up until examination time of the subject or subjects the tutor is involved in.
  3. Marking exams and other assessment(s) connected with their subjects.
  4. Where required, production of teaching materials for students in the tutorial group(s) for which the casual tutor has responsibility.

5. Participation in relevant professional development activities organised by the Department (ie. additional tutor training)
6. Attendance at meetings organised by the coordinator(s) of the subject(s) in which they tutor.

## **4. Other Information**

### **4.1 ORGANISATION UNIT**

<http://www.finance.unimelb.edu.au/>

### **4.2 BUDGET DIVISION**

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty's vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

There are approximately 8290 students enrolled in undergraduate and postgraduate degrees within the Faculty. The Faculty is the home of the BCom and BCom (Hons); a much sought after undergraduate degree nationally and internationally. The Graduate School of Business and Economics (renamed in 2010 from the Melbourne Graduate School of Management), offers the full suite of professional masters programs for those with little work experience right through to the experienced executive. It is also the home of leading research masters degrees and the PhD. The Faculty is exploring the options to expand its offerings in Executive Education to ensure that it meets the life-long learning needs of industry, government and the community.

The home of the Faculty of Business and Economics is a new five star energy rated green building recognised and awarded 'Australian Excellence' by the Australian Green Building Council. This state-of-the-art facility features a range of collaborative and individual teaching spaces, open-access laboratories, two lecture theatres (409 and 100 seat) and student break-out areas for informal learning. This is supported by cutting-edge audio visual and information technology to facilitate engagement and interaction for both students and staff.

#### **Organisational structure**

Within the Faculty there are five academic departments which are:

- Accounting;
- Economics;
- Finance;
- Management and Marketing; and

- The Melbourne Institute of Applied Economic and Social Research (Melbourne Institute).

There is also a number of student and academic support centres within the Faculty including:

- The Commerce Student Centre (Undergraduates);
- The Graduate School of Business and Economics Student Centre;
- Business and Economics Careers Centre; and
- The Teaching and Learning Unit.

The administrative support services of the Faculty ("Professional Service Units") are centralised within the Business Centre of the Faculty and provide dedicated professional support to the Schools, Departments, Units and Centres. The five PSUs are:

- Finance and Resources (including EHS)
- Human Resources;
- Information Technology;
- Research Support; and
- Advancement, Marketing and Alumni

Further information about the Faculty is available at <http://www.fbe.unimelb.edu.au/>

#### 4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

#### 4.4 GROWING ESTEEM AND THE MELBOURNE MODEL

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. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

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 Model. 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.

#### 4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

#### 4.6 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

### ***5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

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/topics/responsibilities/>

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