



## POSITION DESCRIPTION

Faculty of Business and Economics

### Casual Tutor

POSITION NO	0056888														
CLASSIFICATION	Casual Tutor														
SALARY	<p>Casual hourly rates - Semester 2 2023 (as at 01/05/2023)</p> <p>Level A.2</p> <p>Initial Tutorial \$159.00 per hour, Repeat Tutorial \$106.00 per hour</p> <p>Marking/Other Casual Academic Activity \$53.00 per hour</p> <p>Level A.6 (PhD qualified Tutors)</p> <p>Initial Tutorial \$190.17 per hour, Repeat Tutorial \$126.78 per hour</p> <p>Marking/Other Casual Academic Activity \$63.39 per hour</p>														
WORKING HOURS	<p>Casual tutor work usually starts the week before semester commences and finishes one week after the exam period concludes. Some tutors may be offered additional work before and after this period.</p> <table><tr><th>Semester</th><th>Semester Dates (including SWOTVAC)</th><th>Exam Period</th></tr><tr><td>Summer</td><td>3 Jan – 10 Feb 2023</td><td>13 Feb – 20 Feb 2023</td></tr><tr><td>Semester 1</td><td>27 Feb – 2 Jun May 2023</td><td>5 Jun – 23 Jun 2023</td></tr><tr><td>Semester 2</td><td>24 Jul – 27 Oct 2023</td><td>30 Oct – 17 Nov 2023</td></tr></table>			Semester	Semester Dates (including SWOTVAC)	Exam Period	Summer	3 Jan – 10 Feb 2023	13 Feb – 20 Feb 2023	Semester 1	27 Feb – 2 Jun May 2023	5 Jun – 23 Jun 2023	Semester 2	24 Jul – 27 Oct 2023	30 Oct – 17 Nov 2023
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BASIS OF EMPLOYMENT	Casual														
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>														
HOW TO APPLY	<p><i>Please do not apply via the University Careers site.</i> All applications must be submitted via the <a href="#">Faculty Recruitment System</a>.</p> <p>Processing of applications may take several weeks due to the volume of applications received.</p>														

**CONTACT  
FOR ENQUIRIES ONLY**

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Management and Marketing: [teaching-mgmt-mktg@unimelb.edu.au](mailto:teaching-mgmt-mktg@unimelb.edu.au)

*Please do not send your application to this contact.*

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***

Tutors are a critical part of teaching teams in the Faculty of Business and Economics. Tutors have weekly contact with students and contribute significantly to students' academic success and satisfaction with university life.

Under the supervision and guidance of a Subject Coordinator and/or Head Tutor, Tutors prepare and facilitate high quality, student-centred small group learning experiences designed to deepen and extend student understanding of subject material. Tutors contribute to student assessment by providing guidance on assessment task preparation, marking assignments and exams, and managing results record keeping for their allocated tutorials. Tutors also provide student consultations and attend teaching team meetings throughout the teaching period and may have the opportunity to contribute to teaching and learning projects in their allocated subjects.

### ***1. Key Responsibilities***

Tutors in the Faculty of Business and Economics undertake the following duties under the direction of a Subject Coordinator:

- ▶ Prepare and deliver high quality, student-centred small group learning experiences
- ▶ Monitor tutorial attendance, preparation and contribution
- ▶ Mark assignments and exams, and submit results in accordance with University and Faculty guidelines pertaining to marking integrity and security
- ▶ Provide student consultations including assignment and exam advice
- ▶ Attend teaching team meetings
- ▶ Contribute to the development of subject materials and assist Subject Coordinators with the set up and maintenance of LMS subject pages as directed
- ▶ Participate in projects to improve the teaching excellence of the Faculty
- ▶ Liaise with the Subject Coordinator and teaching support team regarding subject administration matters as needed

Casual Tutors report to a Subject Coordinator who is responsible for overall coordination of subject content and administration including preparation and delivery of lectures, oversight of the tutorial program and delivery by the tutor team, preparation of assignments/exams and marking criteria, coordination of marking and results recording processes, preparation and submission of final results, and coordination and leadership of the tutor team.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ For undergraduate subjects: An Honours or postgraduate level qualification in a relevant discipline and/or equivalent relevant academic or professional or practice-based experience and expertise
- ▶ For postgraduate subjects: A PhD level qualification in a relevant discipline and/or equivalent relevant academic or professional or practice-based experience and expertise
- ▶ Excellent written and verbal communication skills
- ▶ An ability to manage teaching related administrative tasks efficiently and accurately, including demonstrated capacity to utilise subject websites and relevant teaching technology
- ▶ An ability to work collaboratively and collegially with academic and professional staff colleagues
- ▶ A commitment to teaching excellence
- ▶ A current Victorian Working With Children Check (WWCC) by the commencement of the teaching period

### **2.2 DESIRABLE**

- ▶ Postgraduate qualifications in a relevant discipline
- ▶ Recent, relevant tertiary level teaching experience
- ▶ Completion of recognised study in tertiary level teaching
- ▶ A sound understanding of business education pedagogy, including simulations, case teaching, online and experiential learning methodologies
- ▶ Relevant industry experience and networks
- ▶ For Accounting subjects: Current CPA / CA or progress toward program completion
- ▶ For Economics/Finance subjects: Statistical / mathematical expertise necessary to deliver quantitative subject matter

### **2.3 OTHER JOB RELATED INFORMATION**

Tutors must be available for the full University teaching and exam periods and may be required to attend a teaching team meeting in the week before semester commences. Some tutors may be offered additional work before and after this period.

All tutors must prove eligibility to work in Australia with an Australian or New Zealand citizenship or permanent residency document or work visa valid for the employment contract duration. New

Tutors must provide a copy of their work rights document when accepting their employment contract.

All Tutors who have not previously tutored in the Faculty of Business and Economics must complete the [Tutoring in Business and Economics](#) program at the first available opportunity. The program comprises approximately 15 hours commitment across the teaching period in addition to teaching hours. Successful completion of all components of the program is required for continued employment as a Tutor with the Faculty of Business and Economics.

On commencement, new Tutors are also required to complete a 30 minute online training module which introduces the standards and expectations for appropriate behaviour at the University.

The number of tutorials offered to Tutors each semester is dependent upon enrolment numbers, which are only finalised in the first weeks of the semester, and may be revised at any point. Tutors will usually be engaged for a minimum of 2 tutorials per semester. New Tutors may take a maximum of 3 tutorials per semester in their first semester of teaching in the Faculty. Departments may also apply limits to the number of tutorials offered in a subject and/or per semester.

Most tutorials are held between 8am and 6pm Monday to Friday, however, due to the large number of subjects and classes each semester some Tutors may be rostered to deliver classes outside these hours. Tutorial schedules will be provided to Tutors before the teaching period commences. Other casual academic activities will be scheduled by the Subject Coordinator as needed during the teaching period.

### ***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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## ***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:

<https://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**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- ▶ Accounting
- ▶ Business Administration
- ▶ Economics
- ▶ Finance
- ▶ Management and Marketing
- ▶ Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- ▶ Academic Support Office
- ▶ Student Experience and Experimental Learning
- ▶ Research Development Unit
- ▶ The Williams Centre for Learning Advancement

The Faculty also hosts the University-wide initiative Melbourne School of Professional and Continuing Education (MSPACE), which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific

whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings

### **Our Programs**

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### **Our Graduates**

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

## **5.2 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>

## **5.3 ADVANCING MELBOURNE**

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

#### 5.4 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 <https://about.unimelb.edu.au/strategy/governance>