



POSITION DESCRIPTION

School of Languages and Linguistics
Faculty of Arts

Senior Tutor – Russian Studies

POSITION NO	0048880
CLASSIFICATION	Level A
SALARY	\$72,083 - \$97,812 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Fixed-term (0.5 FTE) position available for 1 year
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Robert Lagerberg Tel: + 61 3 8344 5187 E-mail: robertjl@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 websites:
about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The School of Languages and Linguistics seeks to appoint a 1-year fixed term Senior Tutor (0.5) position in the Russian Studies Program, funded by the Henry Rosengren Russian Trust Fund. The Henry Rosengren Russian Trust Fund was established to promote the study of Russian language and/or literature and/or lexicography.

The Russian Program within the School of Languages and Linguistics is a small, but dynamic and growing department which teaches Russian language and culture from beginner's up to advanced level, including research degrees in the MA and PhD. It also contributes to interdisciplinary teaching within the School. The Senior Tutor (Level A) will consolidate and further develop the School's teaching program.

The Senior Tutor in Russian will have responsibility for teaching and coordination at the undergraduate level, including the capacity to coordinate and teach primarily our second- and third-year subjects Russian 3, 4, 5 and 6. The Senior Tutor will also teach into other Russian subjects as required, and will be involved in the Russian Studies program's administration, outreach, curriculum development and engagement. In addition, the Senior Tutor in Russian will engage in professional activities appropriate to his or her profession or discipline, and undertake administration primarily relating to his or her activities at the institution.

The successful applicant will be a committed and engaging teacher in Russian whose versatility will complement and help develop the discipline's strengths at the University of Melbourne.

Due to Australian immigration regulations, we will prefer applicants with Australian work rights. We welcome applications from Aboriginal and Torres Strait Islander people.

1. Key Responsibilities

1.1 TEACHING

- ▶ Prepare and conduct tutorials, lectures and seminars for Russian 3, 4, 5 and 6, and other subjects as required.
- ▶ Prepare assessment in accordance with subject guidelines in the University Handbook.
- ▶ Undertake marking and assessment.
- ▶ Undertake coordination duties for Russian 3, 4, 5 and 6 in all semesters.
- ▶ Participate in tutor selection process, where necessary.
- ▶ Consult with undergraduate students.
- ▶ Contribute to the development of course and subject material.

1.2 SERVICE TO THE DISCIPLINE

- ▶ Contribution of professional expertise to the community.
- ▶ Organising and contributing to cultural events in conjunction with the Russian Program, e.g. organising annual poetry prize for VCE students.
- ▶ Liaising with Russian courses in Victorian schools and colleges.
- ▶ Development of VCE materials for teachers of Russian.

1.3 SERVICE TO SCHOOL

- ▶ Attend meetings and undertake administrative activities and training in relation to the position where required.
- ▶ Represent the School as a Committee member at meetings as required.
- ▶ Develop and present materials and activities for Russian Studies for Open Day.

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

- ▶ Native competence in Russian.
- ▶ Native or near-native competence in English.
- ▶ Completion of a relevant Diploma of Education or equivalent.
- ▶ Demonstrated experience in teaching Russian subjects at a tertiary education level.
- ▶ Demonstrated capacity to coordinate tertiary education subjects.
- ▶ Ability to work independently, and to lead a team of casual academic tutors.
- ▶ Demonstrated track record of effective teaching and learning practices and a proven ability to develop educational resources.
- ▶ Ability to interact positively with students from a wide range of cultural and linguistic backgrounds, and in particular first-year students.
- ▶ Excellent written and oral communication skills
- ▶ Excellent interpersonal skills demonstrated by the ability to work effectively as a part of a team and liaise with a wide range of stakeholders including staff, students, corporate and community groups.

2.2 DESIRABLE

- ▶ Familiarity with the University of Melbourne's systems (including Learning Management System), policies and procedures and a willingness to undertake specific University training in technologies and procedures relevant to teaching practice.
- ▶ Commitment to continuous improvement and professional development as an educator.

3. Other Information

3.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/soll>

3.2 BUDGET DIVISION

The Faculty of Arts is one of the oldest and largest faculties at the University of Melbourne, with over 8,000 students and 400 staff. It is home to the University's first degree - the Bachelor of Arts - the most popular degree in Victoria based on the first preferences of school leavers, and home to the Graduate School of Humanities and Social Sciences and Melbourne School of Government, which together offer 18 professionally oriented masters programs and a range of research degrees.

The Faculty of Arts is a world-leading institution for research and teaching in a range of disciplines in the humanities, social sciences and languages. The Faculty is ranked 13th in the world for Arts and Humanities and 21st in the world for Social Sciences (Times Higher Education Supplement 2013-14). It 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 Studies

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

3.3 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

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 hr.unimelb.edu.au/careers.

3.4 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. 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 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://www.unimelb.edu.au/research/research-strategy.html>

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*.

3.5 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.

3.6 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.

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/topics/responsibilities/>

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