



POSITION DESCRIPTION

Department of Economics
Faculty of Business and Economics

Casual Tutor (Economics and Actuarial Studies)

POSITION NO	0044504
RATES	Initial Tutorial \$141.98 per hour Repeat Tutorial \$94.64 per hour Online Tutoring/Marking/Consultations \$47.32 per hour
EMPLOYMENT TYPE	This is a casual position (Multiple Positions)
WORKING HOURS	Semester 1: Monday 4 March – Sunday 2 June 2019
HOW TO APPLY	<p><i>Please do not apply via the University's Careers at Melbourne website</i></p> <p>Online applications must be submitted via the following link:</p> <p>https://ctrs.app.unimelb.edu.au</p>
CONTACT FOR ENQUIRIES ONLY	<p>Dandapani Lokanathan Tel +61 3 8344 3656 Email dandapani.lokanathan@unimelb.edu.au</p> <p><i>Please do not send your application to this contact.</i></p> <p><u>APPLICATIONS CLOSE – 18th November 2018 11.55PM</u></p>

For information about working for the University of Melbourne, visit our website:
www.hr.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 Economics.

'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 relatedly provide directly associated non-contact duties in the nature of preparation, reasonably contemporaneous marking and student consultation.

1. Key Responsibilities

It is the expectation of the Department that a casual tutor will make a substantial contribution to the teaching effort of the Department, particularly at the undergraduate level.

Specific duties required of a casual tutor include the following:

- ▶ The conduct of tutorials and/or workshops in accordance with Department standards
- ▶ Consultation with students up until examination time of the subject or subjects the tutor is involved in.
- ▶ Marking exams and other assessment(s) connected with their subject/s.
- ▶ Where required, production of teaching materials for students in tutorial group for whom the casual tutor has responsibility
- ▶ Participation in professional development activities organised by the Faculty
- ▶ Attendance at meetings organised by the subject coordinators in the Department

2. Selection Criteria

2.1 ESSENTIAL

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

2.2 DESIRABLE

- ▶ Minimum Honours degree in Economics or equivalent
- ▶ In the case of quantitative subjects, an appropriate background in statistics/mathematics and some exposure to economics and commerce
- ▶ Some prior teaching experience

3. Special Requirements

A casual tutor must be available for consultation with their students up until examination time and they must make themselves available to the Department for marking and other assessment(s) connected to their subject.

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 Department of Economics must complete the Tutoring in Economics program with the Williams Centre for Learning Advancement. Attendance at the program outside normal tutoring hours is paid. Successful completion of all components of the program is required for continued employment as a Tutor with the Faculty of Business and Economics. For more information on the Tutoring in Economics program, please see:

<http://fbe.unimelb.edu.au/wcla/teaching/tutor-training>.

4. 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.

5. 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.

6. Other Information

6.1 ORGANISATION UNIT

The Department of Economics is a leading department in Australia with a strong postgraduate program and an outstanding group of economists and econometricians, all of whom have high research profiles. The Department is one of the largest departments in the Faculty of Business and Economics. The Department is research active and performs teaching and research in the areas of economics, econometrics and actuarial studies. The Department provides high quality teaching at undergraduate and postgraduate levels and undertakes high quality research. The Department actively contributes to the community and maintains strong ties to business and government sectors. Located within the Department are:

- Centre for Actuarial Studies
- Trade and Development Research Unit
- Economic Theory Research Unit
- Econometrics Research Unit
- Macroeconomics Research Unit
- Households Research Unit
- Centre for Market Design

Information on the Department can be obtained from
<http://fbe.unimelb.edu.au/economics/>

6.2 BUDGET DIVISION

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 Employability and Enrichment

Research Development Unit

The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

Quality Office

The faculty also hosts two University-wide initiatives:

- ▶ The 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.
- ▶ The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 9,500 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.

6.3 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.

6.4 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

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.

6.5 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.

6.6 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.