



## POSITION DESCRIPTION

Department of Management and Marketing  
Faculty of Business and Economics

### Casual Tutor (Department of Management and Marketing)

POSITION NO	0044106
CLASSIFICATION	Casual Tutor
SALARY	Casual tutoring payment rates are available at: <a href="http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf">http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf</a>
WORKING HOURS	Summer Semester: Wednesday 2 January – Friday 15 February 2019 Semester 1: Monday 4 March – Friday 31 May 2019 Semester 2: Monday 29 July – Friday 25 October 2019
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	<i>Please do not apply via the University Careers site.</i> All applications must be submitted via the Department's Casual Tutor Recruitment System: <a href="https://www.online.fbe.unimelb.edu.au/ctrs/login.aspx">https://www.online.fbe.unimelb.edu.au/ctrs/login.aspx</a>
CONTACT FOR ENQUIRIES ONLY	Teaching Support Team, Department of Management and Marketing: <a href="mailto:teaching-mgmt-mktg@unimelb.edu.au">teaching-mgmt-mktg@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Tutors are a critical part of the teaching team in Department of Management and Marketing undergraduate subjects. Tutors have weekly face to face contact with students and contribute significantly to students' academic success and satisfaction with university life.

Under the guidance and direction of a Subject Coordinator and/or Head Tutor, Tutors prepare and present weekly tutorials of one hour duration to classes of up to 20 students. 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 where needed and may attend teaching team meetings throughout semester.

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

#### **1.1 ESSENTIAL**

- ▶ Successfully completed Bachelor level qualifications in Management and/or Marketing and/or equivalent qualifications/experience
- ▶ Excellent communication and presentation skills
- ▶ Superior organisational and time management skills
- ▶ An ability to work as part of a collegiate teaching team
- ▶ A commitment to teaching excellence

#### **1.2 DESIRABLE**

- ▶ Postgraduate qualifications in Management and/or Marketing
- ▶ Prior teaching experience

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

Tutors must be available for the official University teaching and exam periods and may be required to attend teaching team meetings in the week before semester commences.

<b>Semester</b>	<b>Semester Dates (including SWOTVAC)</b>	<b>Exam Period</b>
Summer semester	Wed 2 Jan – Fri 8 Feb 2019	Mon 11 Feb – Fri 15 Feb 2019
Semester 1 2018	Mon 4 Mar – Fri 31 May 2019	Mon 11 Jun – Fri 28 Jun 2019
Semester 2 2018	Mon 29 Jul – Fri 25 Oct 2019	Mon 4 Nov – Fri 22 Nov 2019

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 Management and Marketing must complete the Tutoring in Business and 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 Business and Economics program, please see: <http://fbe.unimelb.edu.au/wcla/teaching/tutor-training>.

Tutors are expected to maintain a minimum Student Experience Survey (SES) score of 3.5 for continued employment in the Department of Management and Marketing. If a Tutor's SES score falls below 3.5, they will be required to engage in a program of professional development with the Williams Centre for Learning Advancement with the expectation that their SES score will be above 3.5 in the following semester.

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

Tutors in the Department of Management and Marketing undertake the following duties:

- ▶ Prepare and deliver initial and usually repeat tutorials at undergraduate level
- ▶ Monitor tutorial attendance, preparation and contribution
- ▶ Mark assignments and exams and enter results into LMS Grade Centre following University and Faculty guidelines pertaining to marking integrity and security
- ▶ Undertake student consultations including assignment and exam advice
- ▶ Attend teaching team meetings as required
- ▶ 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 improving the teaching excellence of the Department
- ▶ Liaise with the Teaching Support Team regarding subject administration matters such as special consideration

Attendance at lectures may be beneficial to Tutors, however this is not a Department requirement and Tutors will not be paid for lecture attendance.

Subject Coordinators are responsible for overall coordination of subject content and administration, including:

- ▶ Preparation and delivery of all lectures
- ▶ Oversight of tutorial content/activities and delivery by tutor team
- ▶ Preparation of assignments and assignment marking criteria
- ▶ Preparation of exam papers and exam marking criteria
- ▶ Coordination of marking and results recording processes
- ▶ Preparation of final results and attendance at end of semester Board of Examiners meetings
- ▶ Student consultations during teaching period and after exams
- ▶ Preparation and maintenance of LMS subject pages
- ▶ Coordination and leadership of the tutor team assigned for the subject

## ***4. Workloads and work hours***

Tutors will be contracted 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 Department. Continuing Tutors may deliver no more than 5 tutorials per week in Summer Semester and 10 tutorials per week in Semester 1 and 2. Tutors can teach in 2 subjects in Summer Semester and up to 3 subjects during Semester 1 and 2.

The Department recommends that that full-time PhD and Masters students undertake no more than 6 hours of paid employment per week. Each semester, PhD students must provide advice from their supervisor(s) by email to [teaching-mgmt-mktg@unimelb.edu.au](mailto:teaching-mgmt-mktg@unimelb.edu.au) confirming that they are in good academic standing and may undertake tutorial work that semester.

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.

Most tutorials are held during business hours (9am – 5pm Monday to Friday). However, due to the large number of subjects and classes each semester, some Tutors may be required to deliver classes outside these hours.

## ***5. 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 deserve to service for excellence and reach the targets of Growing Esteem.

## ***6. 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.

## 7. Other Information

### 7.1 ORGANISATION UNIT

The Department of Management and Marketing has 53 academic staff and 30 PhD students, all supported by 5.6 full-time equivalent professional staff members. Currently, the Department has over 14,300 enrolments in 119 subjects.

The Department also incorporates the International Centre for Research on Organizational Discourse, Strategy & Change (ICRODSC), the Melbourne International Business Research Unit (MIBRU), the Melbourne Human Resource Management Unit (MHRMU) and the Social Investment Research Group (SIRG).

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs. This is achieved by offering a set of subjects that meet the job ready requirements of employees, are up-to-date with developments in the disciplines of Management and Marketing, delivered using innovative methods of teaching.

The Department's main teaching activities focus is the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Business School, and the Executive Education programs, administered by the Faculty.

The administrative unit is responsible for all operational aspects of the Department, including financial, human resources and student issues. Staff in this unit are responsible for providing advice and service to staff, students, other University Departments and external organisations.

Information about the Department is available at:

<http://fbe.unimelb.edu.au/managementmarketing>

The Department's research objective is to produce high-quality research, publishable in elite international journals. There is a strong emphasis within the Department on encouraging a positive research culture, promoting collaboration, and providing a supportive atmosphere. The Department is also interested in supporting the Faculty's strategy of having a strong research focus on Asia, already a feature of the work of a number of the Department's staff. The strength of the Department's research culture was recently indicated by the Australian Government's 2012 "Excellence in research for Australia" evaluation, where it received the highest possible ranking of 5 ("Well above world standard") for both "Business & Management" and "Marketing" (see [http://www.arc.gov.au/era/outcomes\\_2012/FoR/15](http://www.arc.gov.au/era/outcomes_2012/FoR/15)).

### 7.2 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. It has an outstanding reputation, locally and internationally, for the quality of its teaching and research. The Faculty has an active board of business leaders, government representatives and community leader, who contribute to the implementation of its 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, including:

- ▶ 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

### **Programs**

There are around 6,500 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 PhD.

### **Graduates**

Since the Faculty was established, it has produced over 37,000 graduates. Many of its alumni now occupy senior positions in business, government and academia, in Australia and around the world.

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

## **7.3 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>.

#### 7.4 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.

## **7.5 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>.