ORMOND COLLEGE
THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION:
LEADING TUTOR

Position:	Leading Tutor
Employment mode:	One year Fixed-term, part-time (0.6) with possibility of on-going
Salary range:	$72,081 to $74,690 pro rata (plus 12% superannuation)
Period of employment:	1 January 2018 – 31 December, 2018
Reporting to:	Associate Director, Academic Learning
Location:	Ormond College, PARKVILLE

Position overview:

Ormond College is a vibrant, busy and flourishing community. We aim to provide students with a community living and learning opportunity that will enable them to make a disproportionate difference in the world. We provide a diverse learning program for our residential undergraduate, graduate and non-resident students who are studying at the University of Melbourne. We seek to attract, retain and develop the best possible academic staff to deliver learning experiences to our students through small group tutorials and individual consultations. We seek people who will offer a strong academic presence in the College working with students, with each other and supporting the Associate Director, Academic Learning.

The Leading Tutors of Ormond College are central to the nurturing of a learning culture, and participate fully in the delivery of the academic learning program and in the rich life of the College community.

Tutors at Ormond College provide tutorial experiences that are planned, purposeful and negotiated with the students. Tutors will ensure they are familiar with the goals, content and assessment requirements of each subject. (College tutors are provided with access to the University's learning management system for the subjects they are supporting.) Tutors will assist students to develop the skills and knowledge to engage confidently with their discipline.

The tutorial program will usually be delivered on Tuesday and Thursday evenings between 4.30pm and 8.30pm and on Monday evenings at 5.00pm. It is possible, through negotiation with students and the Associate Director of Learning, Academic Development, to provide tutorials outside these hours.

Tutors may also provide one-on-one consultation support to Ormond students. The number of consultations delivered in any semester will depend on student demand and tutor availability.

Tutors are expected to participate in all tutor meetings and in program and personal evaluation activities as requested. Tutors are also responsible for supporting casual tutors and designing and delivering professional development in teaching skills.

Ormond College currently employs five part-time Leading Tutors who provide tutorials and individual consultations, lead professional development activities and provide administrative and project support to the Associate Director of Learning, Academic Development. The team of tutors plays a key role in the implementation and modelling of leading-practice tutorial teaching.

Key responsibilities:

The Tutor will be responsible for:

Learning

- Designing a structured sequence of weekly tutorials that responds to student enquiries and also addresses key skills and conventions, core understandings and broader context for each of the subjects in which they are tutoring.
- Preparing and delivering at least six tutorials (or other weekly learning events) per week. These will usually take place on Tuesday and Thursday evenings.
- Being on-site and available for at least six hours of individual consultations per week.
- Attending meetings relevant to Leading Tutors as directed by the Associate Director.
- Engaging in teaching and program design that is consistent with the Ormond pedagogical model.
- Playing a leading role in the professional development program and on-going support provided for Ormond tutors.
- (Outside the university teaching weeks) interviewing prospective students, undertaking planning and projects, and providing administrative support to the Associate Director, Academic Learning.
- Referring students to appropriate sources of support as needed e.g. Ormond's Academic Advisors, Community Counsellors or Director of Communities.
- Contributing to the student evaluation process and continuous tutorial improvement each semester including analysis of and reporting about student engagement and feedback received.
- As agreed with the Associate Director, Academic Development, and in collaboration with students, organising specific academic and professional learning events or activities for students.
- Supporting Ormond's values-based way of operating as a community and modelling the College values in all their Ormond interactions.
- Attending key community events in the Ormond calendar.

Community

- Being a positive and active member of the Senior Common Room, including attending social events and all formal meetings
- Attending ceremonial dinners of the College (7 per year) and other key community events
- Modelling the values of the College, and fostering a learning and community life based on integrity and respect for all of its members

Selection Criteria:

Essential

- Skills and experience in tutorial teaching
- Demonstrated high quality teaching practice
- Proven rapport with university students and a commitment to pastoral matters
- The capacity to offer six tutorials in each semester to support a range of

undergraduate subjects offered at the University of Melbourne in 2018

- A capacity to provide support in tutoring practice to casual tutors
- A willingness to undertake Professional Development activities
- Proven capacity to work in a team environment
- A completed degree
- Proven academic record *(please provide transcript)*
- Commitment to Ormond's values
- National Police Check
- Working with Children Check

Desirable

We are interested in receiving applications from researchers in all disciplines. However, where all else is equal, preference will be given to those with the capacity to teach a range of subjects in:

- Marketing and Management
- Psychology
- Computer science
- Sociology

Applicants are invited to submit

- a covering letter and a resume addressing the key selection criteria listed in the position description
- Statement of Results
- List of University of Melbourne subjects that you could confidently support from the University of Melbourne Handbook https://handbook.unimelb.edu.au/search

The Position Description may be downloaded from the Ormond College website: www.ormond.unimelb.edu.au.