



POSITION DESCRIPTION

Department of Finance
The University of Melbourne

CASUAL TUTOR (FINANCE)

POSITION NO	Multiple
ORGANISATION UNIT	Department of Finance
BUDGET DIVISION	Faculty of Business and Economics
RATES	Initial Tutorial \$117.76 per hour, Repeat Tutorial \$78.50 per hour, Marking \$39.25 per hour. Please note that tutors taking third year subjects will get a bonus of \$39.25 per hour in addition to their initial tutorial rate.
EMPLOYMENT TYPE	Casual
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/info/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	All applications should be submitted via our website http://www.finance.unimelb.edu.au/ by the closing date.
CONTACT FOR ENQUIRIES ONLY	Ms Lena Anderson Tel +61 3 8344 9755 Email lenaa@unimelb.edu.au <i>Please do not send your application to this contact</i>
CLOSING DATE	Friday, 6 January, 2012

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 Finance.

'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 perform associated non-contact duties in the nature of preparation, reasonably prompt marking and student consultation.

1. Selection Criteria

1.1 ESSENTIAL

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

1.2 DESIRABLE

- ▶ An Honours degree in Finance or equivalent.
- ▶ An appropriate background in mathematics and some exposure to economics and commerce.
- ▶ Prior teaching or tutoring experience.

2. Special Requirements

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

3. Key Responsibilities

- ▶ The expectation is that a casual tutor will make a substantial contribution to the Department's teaching effort, particularly at the undergraduate level.
- ▶ Specific duties required include the following:
 1. The conduct of up to 10 tutorials and/or workshops per week in accordance with Faculty standards as set out in the required half-day training session prior to the start of semester.
 2. Consultation with students up until examination time of the subject or subjects the tutor is involved in.
 3. Marking exams and other assessment(s) connected with their subjects.
 4. Where required, production of teaching materials for students in the tutorial group(s) for which the casual tutor has responsibility.
 5. Participation in relevant professional development activities organised by the Department (ie. additional tutor training)

6. Attendance at meetings organised by the coordinator(s) of the subject(s) in which they tutor.

4. Other Information

4.1 ORGANISATION UNIT

<http://www.finance.unimelb.edu.au/>

4.2 BUDGET DIVISION

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

4.3 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. Melbourne's outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

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 www.hr.unimelb.edu.au/careers.

4.4 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.

4.5 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.

4.6 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.

5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

5.1 EMPLOYEES MUST

- ▶ cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- ▶ comply with the OHS and EHS manuals
- ▶ adopt work practices that support OHS and EHS programs
- ▶ take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- ▶ seek guidance for all new or modified work procedures
- ▶ ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- ▶ participate in meetings, training and other environment, health and safety activities
- ▶ not wilfully place at risk the health or safety of any person in the work place
- ▶ not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

5.2 SUPERVISORS ARE RESPONSIBLE FOR:

- ▶ developing new work procedures, as required, in conjunction with relevant persons
- ▶ providing all staff with relevant OHS and EHS information in an appropriate manner
- ▶ providing personal protective equipment and clothing if hazards cannot be fully eliminated
- ▶ providing adequate supervision through technical guidance and support
- ▶ identifying and controlling hazardous conditions
- ▶ providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ▶ ensuring that all accidents and incidents are reported

5.3 MANAGERS AND SECTION HEADS ARE RESPONSIBLE FOR:

- ▶ maintaining compliance with all OHS and EHS policies and procedures by regular performance review
- ▶ conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ▶ ensuring that all staff, including contractors under local control, are appropriately inducted
- ▶ providing relevant OHS and EHS information and ensuring appropriate training;
- ▶ identifying health monitoring needs, in consultation with the Occupational Physician
- ▶ maintaining appropriate records as required by the University's Records Services Department
- ▶ ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues
- ▶ investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence

5.4 ACADEMIC STAFF

- ▶ In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.