



Queen's College
The University of Melbourne

POSITION DESCRIPTION: RESIDENTIAL TUTOR

Position:	Residential Tutor
Reporting to:	The Deans (Dean of Studies, Dean of Wellbeing)
Remuneration:	Expected package of \$9,200 plus 9.5% superannuation, comprised of: <ul style="list-style-type: none">• Mentoring, academic and career guidance (\$4,000 stipend)• Tutorial delivery (40 expected hours at \$85 / hour)• Academic consultations (40 expected hours at \$45 / hour)
Receiving:	Significant personal and professional development
Available to:	Residential members of the Queen's College Graduate Student Club (admittance to Queen's College as a 2017 graduate student resident required)
Employment type:	Casual, position available from 4 January, 2017 for 2017 academic year
Contact for questions:	Christine Ellem; email: awcoordinator@queens.unimelb.edu.au

Queen's College is a vibrant and supportive academic residential community that consists of students (both undergraduate and postgraduate), tutors, fellows, professionals and staff, and a number of non-resident members. Most students residing at Queen's attend the University of Melbourne. Others also attend RMIT City Campus and Monash University's Faculty of Pharmacy and Pharmaceutical Sciences.

The College seeks to appoint seven residential tutors to provide detailed content knowledge of academic disciplines across all University of Melbourne undergraduate degrees. Tutorials will be offered in core subjects with a critical mass of students (minimum 4), with first-year subjects the most represented. Tutors will be chosen in accordance with the academic support needs of the community, taking senior tutor expertise into consideration.

POSITION SUMMARY

Residential tutors provide outstanding academic support, career advice and pastoral care to residents, mostly undergraduate, and help steward the ethos and wellbeing of the College. Residential tutors are academically strong, well acquainted with current University of Melbourne courses, skilled in small-group teaching, and committed to collegial life. The role requires excellent inter-personal skills and advanced emotional intelligence.

Residential tutors will actively contribute to College life; conduct a small number of weekly tutorials during teaching periods; offer additional consultations as needed; attend weekly team meetings; formal hall and other college dinners and events; and work closely with the Senior Common Room and the Deans.

Successful applicants will need to attend orientation training the week of February 6-10, 2017 and attend the undergraduate Orientation Week Camp February 24-26, 2017. Mental Health and General First Aid certificates are compulsory and training will be arranged for those who require it. A current Working with Children Check must be supplied by all successful applicants.

KEY RESPONSIBILITIES

Cultural Stewardship

- Support and enhance the College ethos and reputation
- Actively contribute to residential College life:
 - » Maintain an awareness of student club calendars (MCR and JCR) and activities
 - » Support student club activities (cultural, sporting, artistic)
 - » Interact and engage with students during mealtimes
 - » Attend Tuesday evening High Table dinners (or similar, as requested), Monday Evening Programs and Black Tie formal dinners
 - » Behave collegially toward Senior Common Room peers, as well as peers from other Colleges

Academic Support

- Conduct (minimum) two weekly tutorials in area(s) of expertise, including:
 - » designing a sequence of tutorials throughout the semester covering relevant topics, putting these in the context of the rest of the subject and within the field at large
 - » implementing the tutorials, in an engaging manner, and tailoring them to the learning styles and needs of the particular cohort
- Maintain accurate and timely tutorial attendance records through the College's on-line Tutorial Attendance System (GOATS)
- Offer additional consultations as required (~10 consultations per subject per semester)
- Report on the academic and general progress of students to the Dean of Studies
- Work under the supervision of the Dean of Studies and guidance of the Academic and Wellbeing Coordinator
- Participate in induction, training and feedback workshops as determined (including a one-hour weekly residential tutor team meeting)

Career/Subject guidance

- Provide channel between the College and the University in your field
- Utilise all opportunities, formal and informal, to build relationships with and between students
- Be concerned with the academic and personal development of students
- Assist undergraduate students in determining best postgraduate options for them

Pastoral Care

- Attend weekly formal dinners and activities of the College and regular weekly meetings
- Establish relationships of concern with undergraduate students through tutorials and first year mentor group
- Conduct regular consultations with students as instructed by the Deans
- Report pastoral care concerns to the Dean of Student Wellbeing
- Provide support for student leaders and student mentors

SELECTION CRITERIA

Essential

- Proven academic record
- Strong acquaintance with current courses, especially at the University of Melbourne (desirable) and familiarity with the Melbourne Curriculum
- Commitment to college life and the values of Queen's College
- Proven rapport with university students and a commitment to pastoral matters
- Internet literacy to enable use of a web-based Tutorial Attendance System (GOATS)
- Progress toward a postgraduate qualification, with admission into Queen's College as a 2017 graduate student club member
- Small group teaching experience

Desirable

- Demonstrated experience in the pastoral care of students with previous experience in a residential environment highly desirable (if available, please provide recent student evaluation of teaching).
- High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.

- The ability to contribute positively and work within a team environment, and to foster community harmony on a residential floor/within a residential building
- A strong interest in the personal development of talented and diverse young people
- A willingness to contribute to the wider life of the College through taking part in a range of student activities, attending regular formal hall and other dinners, and assisting at College events when so requested
- Ability to commit to additional workload (beyond your studies) during teaching periods, including occasional weekends

QUEEN'S COLLEGE ETHOS

The Aims of Queen's are to establish and maintain an academic community in which:

- All members are encouraged to pursue academic excellence and to engage in a wide range of cultural, social and sporting activities.
- Students have the opportunity to learn by example and teaching from senior members of the University and community.
- Students studying in all faculties of the University live together and have the opportunity of getting to know each other.
- All members, both individually and collectively, are encouraged to accept responsibility for their own affairs and to contribute in time, talent and (as means permit) money to the welfare of the whole College.

The following values are pursued:

- » a strong sense of community, combining diversity and inclusiveness;
- » our heritage as a liberal institution with a Christian ethos;
- » respect and support for the needs and rights of others;
- » the importance of learning and intellectual enquiry;
- » active participation in the life of mind, spirit and body; and,
- » service to the wider community and concern for the future of the environment in which we live.