



Queen's College  
*The University of Melbourne*

## POSITION DESCRIPTION: SENIOR RESIDENTIAL TUTOR

<b>Position:</b>	Senior [Discipline] Tutor
<b>Reporting to:</b>	The Deans (Dean of Studies, Dean of Wellbeing)
<b>Remuneration:</b>	\$21,410 plus 9.5% superannuation
<b>Receiving:</b>	Significant personal and professional development; remuneration designed to fully offset standard accommodation and meal package
<b>Employment type:</b>	50-week fixed term contract from 4 January, 2017 (earlier move-in possible)
<b>Contact for questions:</b>	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 five senior residential tutors to provide broad coverage of academic disciplines, one each in Science, Mathematics, Commerce and Humanities, as well as one area aligned with an outstanding candidate from an additional field (i.e., Medicine, Design or Fine Arts).

### POSITION SUMMARY

Senior 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. Senior 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.

This is a new role that will be piloted in 2017. Senior residential tutors will actively contribute to College life; conduct a small number of weekly tutorials during teaching periods; hold regular office hours; attend weekly team meetings; formal hall and other college dinners and events; and work closely with 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 three 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)
- Keep regular office hours (~6-8 / week during teaching periods) in timeslots determined through consultation with the student clubs and Dean of Studies
- Offer graduate-level academic support and enrichment through fortnightly (minimum) program
- Work under the supervision of the Dean of Studies and guidance of the Academic and Wellbeing Coordinator, reporting on the academic and general progress of students to the Dean of Studies
- Participate in induction, training and feedback workshops as determined (including a one-hour weekly residential tutor team meeting)

### **Career/Subject guidance**

- In consultation with the Master, source inspirational and academically appropriate speakers in career / study area for Monday Evening Program
- 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
- With the Academic and Wellbeing Coordinator, plan at least one event semester designed to further progress the career interests of students

### **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

### **Other Duties**

Senior residential tutors are expected to assist with other duties as requested during non-teaching periods. Such duties may include:

- Assisting with the planning of undergraduate and postgraduate Orientation Weeks
- Conducting prospective student interviews
- Liaising with University of Melbourne faculty members
- Researching and writing grant applications
- Editing College publications
- And other duties as directed by the Deans

## **SELECTION CRITERIA**

### **Essential**

- Proven academic record
- An advanced degree (a postgraduate qualification, or progress toward PhD)
- Strong acquaintance with current tertiary 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)

## **Desirable**

- Small group teaching experience
- 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 concentrate significant bulk of work 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.