



## **ACADEMIC ASSISTANTS**

### **INTRODUCTION**

The Women's College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Academic Assistant (AA) program was introduced in 2014 to maximise the academic outcomes for College freshers. The AA team consists of senior students who are resident at College and in the third year of their degree or above. The Academic Assistants are a key part of the student leadership at the College, providing vital academic support to first year students as they transition from secondary education to university study. Each Academic Assistant will have responsibility for a small group of approximately 10-15 freshers for whom they will provide study and organisational skills, academic care and intellectual leadership.

The appointment of the Academic Assistants will be at the discretion of the Principal.

### **THE POSITION**

#### **ACADEMIC ASSISTANCE AND LEADERSHIP**

- Supporting the induction of first year students into tertiary academic life
- Identifying and supporting the study and organisational needs of freshers and students at risk of failure, eg: assisting students with strategies for appropriate examination preparation and improving time management skills
- Where appropriate or required, providing weekly tutorials in a subject relating to their field of study
- Being knowledgeable and up-to-date with the university's academic support programs and providing information about these to students as necessary
- Assisting students to navigate the university's and faculties' structures and requirements, including guidance with timetable management
- Meeting twice a semester in one-on-one meetings and twice in group meetings with students under their care
- Being an exemplary academic role model for students

#### **ACADEMIC CARE**

- Being available on a regular basis for student consultations
- Meeting with the Dean of College on matters of student academic welfare and reporting to her on the progress of students
- Liaising with the Dean of College regarding the provision of extra tutorials where required
- Liaising with the relevant Resident Assistants and the Dean of Students on matters of pastoral concern which may arise

## **COLLEGE LEADERSHIP**

- Attend official College functions, such as Formal Dinners, and other special events conducted during the year e.g. Chancellor's Dinner, Valedictory Dinner, Open Day and a wide range of College co-curricular activities
- Participate in Student Club activities, including student induction programs during Women's Welcome Week at the start of the year

## **QUALIFICATIONS & EXPERIENCE**

- At least two full years' experience of full-time university study
- Previous experience as a tutor or in relevant paid employment will be viewed favourably
- Proven excellent and adaptable communication skills
- An exemplary academic record with a minimum distinction average or equivalent
- Demonstrated leadership experience and effectiveness
- Demonstrated high level administrative and organisational skills
- Ability to liaise professionally with College staff
- Ability to deal appropriately with confidential and sensitive information
- Ability to work collaboratively and energetically within a team