



CASUAL TUTOR

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 College has a strong commitment to scholarly excellence. It runs a large program of demand-based adjunct tutorials in a wide range of subjects as part of its academic support program. Casual tutors are employed to deliver tutorials which will assist in the learning outcomes of students by providing high-quality academic support and guidance. Casual Tutors report to the Vice Principal, who also provides pedagogical professional development and review as deemed appropriate.

The appointment of Casual Tutors will be at the discretion of the Principal. Hours of work are flexible: usually one or two tutorials per week in a given subject or subject area, at a time mutually agreed upon by the Tutor, the College administration and the majority of participating students. Tutorials normally begin in Week 3 and run for one hour per week. They are mostly held in the College tutorial rooms or common study spaces e.g. Reid Foyer lounge. Appointments are for one academic semester.

THE POSITION

- Delivering high-quality academic support and guidance to students in a subject area for which the Tutor has proven specialist knowledge and success. This may involve revision of subject material, responding to questions, discussing assessments and in some cases providing guidance on assignment drafts
- Role-modelling and reinforcing the academic honesty and referencing guidelines, etc. as set by the relevant tertiary institution e.g. University of Sydney
- Monitoring student progress and attendance; students at risk of failure should be flagged with the Vice Principal
- Liaising with the Vice Principal and student tutorial group to assist with establishing tutorial times at the commencement of semester, and any other administration tasks as required

QUALIFICATIONS & EXPERIENCE

- At least two years' experience of full-time university study
- Previous teaching or tutoring experience is desirable
- Strong communication skills and a professional work ethic, where adapting teaching techniques to better assist individual student learning is desirable
- A strong knowledge of the subject area and a proven distinction average (preferable 80+) in that subject or subject area
- Familiarity with the course curriculum from the relevant tertiary institution e.g. University of Sydney, for the allocated subject/s
- Familiarity with the relevant university policy on Academic Dishonesty and Plagiarism
- Ability to liaise professionally with College staff, students and stakeholders
- Ability to deal responsibly with confidential and sensitive information
- Strong communication skills and an ability to work unsupervised