



THE WOMEN'S COLLEGE

Within the University of Sydney

GRADUATE FELLOW

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 Graduate Fellow is a part-time (0.2FTE) position contributing to the active development of academic life at the College. The role supports the Vice Principal in delivering the Women's College academic strategy. The Graduate Fellow is specifically responsible for the coordination of the College's Tutorial program. Typically, the part-time nature of the role will require more days worked earlier in the semester, tapering off to a more supervisory capacity as the semester progresses.

The Graduate Fellow reports to the Vice Principal and through her to the Principal.

ACADEMIC DEVELOPMENT

- assist the Vice Principal in the day-to-day management of the College's tutorial program, including managing tutorial requests, sourcing tutors, timetabling, verifying timesheets and troubleshooting issues which may arise
- support the Academic Assistant program for first-year students
- support the Vice Principal in the annual First Year Report Reading meetings early in Semester 2
- contribute to reviews of the College's Academic Program, especially as it relates to Sibyl Society (postgraduate academic society) activities and the College's research students
- coordinate the College's annual Three-Minute Thesis presentations for Honours and higher degree by research students.

ACADEMIC LEADERSHIP

- participate in and engage with scholarly initiatives across the college and university communities
- identify opportunities to showcase the College's intellectual endeavours through activities with other colleges/university faculties e.g. joint research symposia, teaching and research opportunities, etc.
- coordinate submissions and selections of papers for the College's annual academic *Sibyl Academic Journal* and identify appropriate academic referees from among the Sibyl Fellows, Teaching Fellows and academic staff.

STRATEGIC LEADERSHIP

- assist in reviewing and promoting the benefits of postgraduate life within the Women's College community

- assist the Principal to maintain and develop positive and effective relationships with Alumnae, Fellows and the University
- support the College Executive, including attending events and meetings when appropriate
- promote the College wherever possible as a leading residential and affiliate provider within the University of Sydney
- undertake other tasks and duties as requested by the Principal.

PROFESSIONAL LEADERSHIP

- be an exemplary professional role model for staff and students
- respond optimistically and strategically to the changing tertiary sector
- lead innovation collaboratively and model a positive approach to change
- demonstrate an understanding of national and international tertiary contexts, and specifically that of the University of Sydney
- attend a range of College activities.

QUALIFICATIONS & EXPERIENCE

- relevant tertiary degree/s and/or professional experience
- previous administration experience in a tertiary context
- previous experience in the successful delivery of academic leadership
- outstanding professional presentation and manner
- excellent written and interpersonal communication skills
- excellent technological literacy across a range of applications
- high-level administrative and organisational skills
- ability to liaise professionally with key stakeholders
- demonstrated experience in dealing appropriately with confidential and sensitive information
- display creative and effective problem-solving techniques
- demonstrated innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of the College
- proven ability to work collaboratively and energetically within a dynamic context.