Department of Accounting  
Faculty of Business and Economics

## Casual Tutor

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>TBA</th>
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<tbody>
<tr>
<td>RATES</td>
<td>Initial Tutorial $125.53 per hour; Repeat Tutorial $83.68 per hour; Marking $41.84 per hour; Other Academic Activities $41.84 per hour.</td>
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<tr>
<td>EMPLOYMENT TYPE</td>
<td>Casual</td>
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<tr>
<td>OTHER BENEFITS</td>
<td><a href="http://www.hr.unimelb.edu.au/careers/info/benefits">www.hr.unimelb.edu.au/careers/info/benefits</a></td>
</tr>
<tr>
<td>CURRENT OCCUPANT</td>
<td>Vacant</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>All applications should be submitted online at: <a href="http://www.accounting.unimelb.edu.au/">http://www.accounting.unimelb.edu.au/</a> by the closing date.</td>
</tr>
</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | Tel +61 3 8344 5475  
Email [accounting-frontoffice@unimelb.edu.au](mailto:accounting-frontoffice@unimelb.edu.au)  
*Please do not send your application to this contact* |

For information about working for the University of Melbourne, visit our website: [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)
**Position Summary**

The appointee will be responsible for conducting high-quality tutorials/workshops across accounting subjects.

The appointee is responsible to the Subject Co-ordinator/Tutor-In-Charge and is expected to demonstrate a commitment to teaching and an ability to conduct tutorials and student consultations.

The appointee is required to have achieved an H1 (80 – 100%) for the subject in which they wish to tutor (or subsequent subject) and, normally, be at least 3 semesters in front in their own studies.

1. **Selection Criteria**

1.1 **ESSENTIAL**
- Excellent results in tertiary level studies with a specialisation in accounting
- Strong presentation skills and the capacity to conduct tutorials
- Communication and interpersonal skills of a very high standard
- Demonstrated concern for the welfare of students
- High level computer literacy
- An understanding of current accounting procedures and issues

1.2 **DESIRABLE**
- Experience in the conduct of tutorials/workshops

2. **Special Requirements**

- The appointee is responsible for any associated assignment and/or examination marking, and must be available to undertake these tasks during the examination marking period.
- The appointee must also be available for weekly student consultations if required.
- The appointee is required to complete a full-day tutor training program, provided by the Faculty’s Centre for Excellence in Learning and Teaching, prior to conducting tutorials.

3. **Key Responsibilities**

To contribute to maintaining the high standard of teaching activities within the Department through the following:

- Delivery of tutorials in accordance with Faculty requirements
- Preparation and production of professional materials for tutorials
- Attendance at weekly consultations with students
- Marking of all forms of assessment including assignments, class tests and examinations
- Compilation of tutorial group results for submission to Subject Co-ordinator
Attendance at meetings upon the request of the Subject Co-ordinator
Participation in professional development activities organised by the Department
Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. Other Information

4.1 ORGANISATION UNIT

The Department of Accounting carries out research and teaching across financial and managerial accounting, auditing and assurance services and accounting information systems. It is currently engaged in developing a context-based teaching program that integrates accounting and information technology.

The Department has an active PhD coursework/thesis program, and several staff members are recipients of current ARC grants. The Department is also engaged in the delivery of several professional programs.

There are over 40 academic staff in the Department, and eight professional staff.

Further information about the Department is available at http://www.accounting.unimelb.edu.au/

4.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:
- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has a number of student and academic support centres, including:
- The Commerce Student Centre (Undergraduates)
- Melbourne Business School (Postgraduate)
- Business and Economics Careers Centre
- The Centre for Excellence in Learning and Teaching

Administrative support to the Departments, Units and Centres is provided by five Professional Service Units:
- Finance
- Human Resources (including EHS)
- Research Support
Our Programs

There are around 6,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 37,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. Melbourne’s outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world’s top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at www.hr.unimelb.edu.au/careers.

4.4 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne’s strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
4.5 **EQUITY AND DIVERSITY**

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.6 **GOVERNANCE**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

5. **Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities**

All staff are responsible for the following safe work procedures and instructions:

5.1 **EMPLOYEES MUST**

- cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the workplace
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

5.2 **SUPERVISORS ARE RESPONSIBLE FOR:**

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant OHS and EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

5.3 ACADEMIC STAFF

- In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.