POSITION DESCRIPTION

Department of Economics
Faculty of Business and Economics

Casual Tutor (Economics & Actuarial Studies)
Semester 2, 2014

POSITION NO 882315

SALARY RATES
Initial Tutorial $129.30 per hour, Repeat Tutorial $86.19 per hour,
Online Tutor $86.19, Marking $43.10

EMPLOYMENT TYPE
This is a casual position (multiple positions)

CURRENT OCCUPANT
Vacant

HOW TO APPLY
Online applications
Go to https://www.online.fbe.unimelb.edu.au/ctrs/

CONTACT
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If you have problems with the online submission then please email this contact

APPLICATIONS CLOSE – 8th June 2014 11.55PM

For information about working for the University of Melbourne, visit our websites:

hr.unimelb.edu.au/careers
joining.unimelb.edu.au
Position Summary
Casual Tutors will be required to carry out tutorials in subjects taught by the Department.

‘Tutorial’ means any education delivery described as a tutorial in a course or unit outline, or in an official timetable issued by the University. A casual tutor is required to deliver or present a tutorial (or equivalent delivery through other than face to face teaching mode) of a specified duration. Applicants must be available to take tutorials and relatedly provide directly associated non-contact duties in the nature of preparation, reasonably contemporaneous marking and student consultation for the whole semester. Exceptions will be made for unforeseeable circumstances.

1. Selection Criteria

1.1 ESSENTIAL
- Demonstrated successful tertiary study in the relevant subject and/or have equivalent qualifications/experience to at least third year, and preferably honours or higher
- Demonstrated organisational, presentation and communication skills

1.2 DESIRABLE
- Minimum Honours degree in Economics or equivalent
- In the case of quantitative subjects, an appropriate background in statistics/mathematics and some exposure to economics and commerce
- Some prior teaching experience

2. Special Requirements
- Nil

3. Key Responsibilities
- It is the expectation of the Department that a casual tutor will make a substantial contribution to the teaching effort of the Department, particularly at undergraduate level.
- Specific duties required of a casual tutor include the following
  - The conduct of tutorials and/or workshops in accordance with Department standards
  - Consultation with students
  - Marking and other assessments connected with subject/s where tutoring is carried out
  - Where required, production of teaching materials for students in tutorial group for whom the casual tutor has responsibility
  - Participation in professional development activities organised by the Department
  - Attendance at meetings organised by the subject coordinators in the Department
Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. Other Information

4.2 ORGANISATION UNIT

The Department of Economics is a leading department in Australia with a strong postgraduate program and an outstanding group of economists and econometricians, all of whom have high research profiles. The Department is one of the largest departments in the Faculty of Business and Economics. The Department is research active and performs teaching and research in the areas of economics, econometrics and actuarial studies. The Department provides high quality teaching at undergraduate and postgraduate levels and undertakes high quality research. The Department actively contributes to the community and maintains strong ties to business and government sectors. Located within the Department are:

- Centre for Actuarial Studies
- Trade and Development Research Unit
- Economic Theory Research Unit
- Econometrics Research Unit
- Macroeconomics Research Unit
- Households Research Unit
- Centre for Market Design

Information on the Department can be obtained from http://fbe.unimelb.edu.au/economics/

4.3 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
- Marketing and Communications
- Advancement

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.

4.4 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. The University of Melbourne is consistently ranked among the world’s top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

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 hr.unimelb.edu.au/careers.
4.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

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 Curriculum. 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.

The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs. http://www.unimelb.edu.au/research/research-strategy.html

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.
4.6 **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.

4.7 **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](http://www.unimelb.edu.au).

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:


These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.