



POSITION DESCRIPTION

Department of Accounting
Faculty of Business and Economics

Casual Tutor (Accounting)

POSITION NO	Multiple
RATES	Initial Tutorial \$145.45 per hour Repeat Tutorial \$96.97 per hour Marking \$49.50 per hour Other Academic Activities \$49.50 per hour
EMPLOYMENT TYPE	Casual
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Applications must be submitted via the following link ONLY: https://www.online.fbe.unimelb.edu.au/ctrs
CONTACT FOR ENQUIRIES ONLY	Sally Lawson Tel +61 3 8344 1370 Email sglawson@unimelb.edu.au Further information is also available at: www.fbe.unimelb.edu.au/accounting <i>Please do not send your application to this contact</i>
CLOSING DATE	Thursday 10 January 2019 at 5:00pm

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The appointee will be responsible for conducting high-quality tutorials/workshops and assessment marking in a subject taught by the Department of Accounting. Tutors are a critical part of the teaching team in the Department of Accounting undergraduate subjects. Tutors have weekly face to face contact with students and contribute significantly to students' academic success and satisfaction with university life.

Under the guidance and direction of a Subject Coordinator and/or Tutor in Charge, Tutors prepare and present weekly tutorials of 1-1.5 hours duration to classes ranging in size from 16 to 35 students depending upon the subject. Tutors contribute to student assessment by providing guidance on assessment task preparation, marking assignments and exams, and managing results record keeping for their allocated tutorials. Tutors also provide student consultations and may attend teaching team meetings throughout semester.

The appointee will, initially, be allocated a maximum of three tutorials/workshops on the same day (where possible) with most classes scheduled between 9:00am-5:15pm, Monday to Friday.

1. 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
- ▶ 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 the Subject Coordinator
- ▶ Monitor tutorial attendance, preparation and contribution
- ▶ Mark assignments and exams and, where required, enter results into LMS Grade Centre following University and Faculty guidelines pertaining to marking integrity and security
- ▶ Attendance at meetings upon the request of the Subject Coordinator
- ▶ Participation in professional development activities organised by the Department
- ▶ Participate in improving the teaching excellence of the Department
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of an undergraduate degree
- ▶ 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

2.2 DESIRABLE

- ▶ Completion of, or currently enrolled in, an honours or postgraduate degree
- ▶ Current CPA / CA or program completion in progress
- ▶ Industry experience in the accounting field
- ▶ Experience in delivering tutorials/workshops

3. *Special Requirements*

- ▶ The appointee is responsible for any associated assignment and/or examination marking and must be available during the examination marking period.
- ▶ The appointee must also be available for weekly student consultations if required.

Tutors must be available for the official University teaching and exam periods and may be required to attend teaching team meetings in the week before semester commences.

Semester	Semester Dates (including SWOTVAC)	Exam Period
Summer semester	Wed 2 Jan – Fri 8 Feb	Mon 11 Feb – Fri 18 Feb
Semester 1 2019	Mon 4 Mar – Fri 7 June	Tue 11 Jun - Fri 28 Jun
Semester 2 2019	Mon 29 Jul – Fri 1 Nov	Mon 4 Nov – Fri 22 Nov

All tutors must prove eligibility to work in Australia with an Australian or New Zealand citizenship or permanent residency document or work visa valid for the employment contract duration. New Tutors must provide a copy of their work rights document when accepting their employment contract.

All tutors who have not previously tutored in the Department of Accounting must complete the Tutoring in Business and Economics program with the Williams Centre for Learning Advancement. Attendance at the program outside normal tutoring hours is paid. Successful completion of all components of the program is required for continued employment as a Tutor with the Faculty of Business and Economics. For more information on the Tutoring in Business and Economics program, please see: <http://fbe.unimelb.edu.au/wcla/teaching/tutor-training>.

All casual employees will be required to provide a declaration and obtain a Working with Children Check (WWCC) form from the Victorian government starting from 2019.

All tutor appointments are subject to the approval of the Head of Department.

4. *Workloads and work hours*

Tutors will be contracted for a minimum of 2 tutorials per semester. New Tutors may take a maximum of 3 tutorials per semester in their first semester of teaching in the Department. Continuing Tutors may deliver no more than 5 tutorials per week in Summer Semester and 10 tutorials per week in Semester 1 and 2. Tutors can teach in 2 subjects in Summer Semester and up to 3 subjects during Semester 1 and 2.

The number of tutorials offered to Tutors each semester is dependent upon enrolment numbers (which are only finalised at the beginning of the semester) and may be revised at any point.

Most tutorials are held during business hours (8am – 6pm Monday to Friday). However, due to the large number of subjects and classes each semester, some Tutors may be required to deliver classes outside these hours.

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

6. 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:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 ORGANISATION UNIT

www.fbe.unimelb.edu.au/accounting

The Department of Accounting carries out research and teaching across financial and management 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 5-year 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 40 academic staff in the Department and six professional staff.

7.2 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 the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

Our Programs

There are about 9,500 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 53,000 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.

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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 <http://about.unimelb.edu.au/careers>.

7.4 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. <http://about.unimelb.edu.au/strategy-and-leadership>

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.

<https://research.unimelb.edu.au/research-at-melbourne/our-strategy>

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.

7.5 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 <http://www.unimelb.edu.au/governance>