

Position Summary

Casual tutors within the School of Physics are important members of the school's teaching program. You will prepare and conduct tutorials, consult with students, undertake assessment and attend meetings as required by the course coordinator. If you are new to the Faculty, you will be required to attend the Faculty Sessional Academic induction and training as well as a School welcome. You will also be required to complete all relevant training (LMS, Themis etc.)

The primary responsibility of a tutor is to successfully run and manage their assigned tutorials within the subject's tutorial program. The tutorial program:

- Encourages a closer interaction between staff and students.
- Encourages students to review and discuss the reading materials.
- Encourages students to review and discuss issues raised at the lectures.
- Encourages students to practice their skills of analysis and argument and develop their language skills.
- Facilitates an opportunity for students to collaborate and work in groups.

Key Responsibilities

Casual tutors:

- Expected to complete all training required by the School of Physics.
- Conduct problem-based classes to the standard of the School of Physics. This may include preparing a brief lesson plan in line with the weekly topic and facilitating informed group discussions relating to the lecture and weekly readings.
- Consultation with students.
- Attendance at meetings as required by the Course Coordinator.
- Keep accurate attendance record in line with University Policy.

Selection Criteria

Essential

- Minimum of one year of a Masters degree in a relevant discipline and demonstrating First Year Physics.
- A relevant discipline for graduate subjects.
- Knowledge and understanding of the subject-matter (physics).
- Excellent communication and presentation skills.
- Ability to manage and facilitate informed group discussion and facilitate skills development and practice.
- Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines.
- Ability to commit to a minimum number of work hours as required by the course coordinator.

Desirable

- Previous experience working as a tutor, preferably in the higher education sector in Physics.

Special Requirements

- Tutors are expected to activate a University staff email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff e-mail account.
- A current Working with Children Check is required as a pre-requisite for employment.

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 strive for excellence and reach the targets of Growing Esteem.

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