

Position Description

Position Title: Casual Tutor

The Women's College

The Women's College is a residential college within The University of Queensland. Established in 1914, the College has a strong tradition of providing a supportive and enriching living and learning community for women, offering places for 254 residents and 50 associates (non-residents) who undertake tertiary studies at Brisbane universities each year. Fostering future leaders is a crucial part of the College's history and remains a strong focus of The Women's College experience.

Women's is more than just a place to stay. The College focuses on the academic, mentoring and career development needs of students, providing wellbeing support and care, and access to a diverse range of leadership, sporting, cultural, service and social opportunities. Centred on equity, Women's is a place where women support women. The diversity, talents and personalities of all students are celebrated and appreciated.

Casual Tutor

- Casual position for the duration of Semester 1 (with extension for Semester 2 possible depending on student requirements).
- Tutorials may include students from multiple year groups, universities or subject course codes. Relevant details will be discussed with the tutor during the interview process.
- Approximately 1 – 2 hours per week.
- Pay rate: \$45/hr
- Tutors are responsible for the academic progress of our residents under the guidance and leadership of the Dean of Students.

Key requirements of the role

- Arrive on time and be prepared for tutorials.
- Wear smart casual dress.
- Provide regular feedback and updates to the Dean of Students.
- Maintain the number of students attending your tutorials throughout the semester.
- Facilitate continuous improvement in the students' results.
- Receive positive feedback from tutees.
- Demonstrate a visible and active commitment to: personal wellbeing; compliance with workplace policies and procedures for risk identification, risk assessment and risk control; continuously improving The Women's College health, safety and environmental performance; and activities associated with the management of workplace health and safety.
- Hold a current Blue Card (at your own cost).
- Uphold the Mission, Vision and Values of the College, and maintain a commitment to the College Code of Conduct at all times.
- Monday and Tuesday afternoons/evenings (in Semester 1) and Monday and Wednesday (in Semester 2) will be reserved for College tutorials (i.e., no other Women's College activities will be scheduled), therefore availability on at least one of these days is important.

Successful applicants

- Recently completed – or are currently undertaking – a tertiary qualification in the tutoring subject(s), with sound knowledge in all or most of the course codes listed for the specific subject.
- Are a strong communicator who is highly organised, proactive and prepared.
- Obtained an overall GPA of 5.5 or more, and have previously achieved a grade of 6 or 7 in the tutoring subject(s).
- Have previous teaching, coaching, or tutoring experience (preferable).

To apply, please submit:

- A cover letter outlining how you believe you can fulfil the key requirements for this role. Refer to 2024 Tutor Vacancies and include the subjects and course codes that you are qualified for.
- Copies/screenshots of academic transcript.
- Full curriculum vitae, including: employment history, present position, details of education, tutoring experience, and names and contact details of three referees.

Further information

For further information about the role, please email careers@womens.uq.edu.au.

Applications should be submitted as soon as possible to careers@womens.uq.edu.au. Interviews will be scheduled in late January.

The role will commence at the commencement of Semester 1 in February/March 2024.