



ORMOND COLLEGE

THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION

CHARLES GOODE TUTOR IN ECONOMICS

Position:	Charles Goode Tutor in Economics
Employment mode:	One year fixed term, part-time with possibility of extension for further two years
Salary range:	\$23,000 pro rata (plus 12% superannuation)
Period of employment:	1 January 2018 - 31 Dec 2018
Reporting to:	Associate Director, Academic Development and Vice-Master
Location:	Ormond College, PARKVILLE

Position overview:

The Charles Goode Tutor in Economics is a residential fellowship to support teaching and research in economics. This tutorship has been established by Charles Goode AC, an Ormond Alumni, Fulbright Scholar and eminent leader in the Australian commercial community with a distinguished career as a director and Chairman of major public companies. 2018 will be the first year that it has been offered. It aims to bring the experience and expertise of early-career researchers and academics to the students of the College, and to enrich the life of the Senior Common Room community

The position is a fixed-term residential appointment and may be renewed by agreement between the Tutor and the College for a further two years. Successful candidates will be eligible to apply for the Ormond Research Travel Award. The award is valued at up to \$5000 per annum

Ormond College is a residential college of the University of Melbourne, offering community living and an extensive learning program to over 500 students. The student community includes students from all faculties of the University.

The Ormond Learning program includes an extensive range of tutorials, faculty-focused events, guest speakers, career and work-readiness activities, ethics, design-thinking, and community engagement opportunities. The College encourages curiosity and cross-disciplinary learning. The Learning team are particularly focused on facilitating place-based learning that arises from relationships between students, and between tutors/fellows and students. One-on-one conversations between tutors/fellows and students are an important part of what we do. In a tertiary environment where engagement in most of the learning programs is voluntary, our rich learning culture has been achieved through working closely with students and engaging excellent teachers.

Responsibilities

The Charles Goode Tutor in Economics will have research and teaching responsibilities in the Learning Program and a key role in the College community.

The Tutor will work with the Associate Director, Academic Development to provide learning opportunities through a range of teaching modules including tutorials, seminars, consultations, intensives and other teaching duties as negotiated. Fellows will endeavour to form relationships with students and staff that foster an interest in their research and encourage excellence in academic pursuits. There will be opportunities to mentor students as appropriate.

Research

- Undertake a program of research and/or research publication. This might include postgraduate studies, a postdoctoral research or research assistant position, or ongoing research or publishing in your field of expertise
- Provide a yearly seminar to Ormond students on research undertaken
- Update the Master of the College on the progress of their research annually

Learning

- Be familiar with University subjects in which they will support Ormond students (please note, access to the University's Learning Management System for the subjects will be facilitated)
- Provide at least three tutorials or weekly learning events per week
- Provide one-on-one consultations with students in the subjects you are teaching.
- Be proactive in initiating events of relevance to students in terms of learning and/or career eg. academic visitors, external speakers, cultural events, career advice, RHD pathways, etc. This would be at the rate of one event per semester as negotiated with the Associate Director, Academic Development.
- Participate in the Tutor Meetings which focus on sharing and improving teaching practice
- Together with the Leading Tutors contribute to policies, activities and behaviours that promote best teaching practices
- Contribute to the wider tutor culture and support by attending Tutor Meetings, Tutor Sandwiches (weekly during semester) and maintaining regular contact with the Associate Director of Academic Learning
- Provide support to assigned mentor group from the graduate community
- Attend SCR Conversations
- Participation in Professional Development initiatives including the Peer-to-Peer program
- In non-teaching periods, engage in other projects to support the Learning Team and the college community as agreed

The Tutor will work with the Vice-Master to contribute to community life.

Community

- Be a resident of the College for the duration of the Fellowship
- Be a positive and active member of the Senior Common Room, including attending social events and all formal meetings
- Attend formal dinner in Hall with the Master and SCR **at least** once per week during the teaching semesters. If unable to attend, notice of this should be communicated to the Vice-Master
- Attend ceremonial dinners of the College (7 per year) and other key community events
- Be interested in the wider community life of students with attendance at student events such as the annual play, sporting events and others as appropriate.
- Model the values of the College, and foster a learning and community life based on integrity and respect for all of its members
- Undertake student admission interviews

Please note – at Ormond College, the residential agreements with tutors and fellows are managed separately from teaching or fellowship contracts. The Fellows will pay the standard rental for an apartment at the College. One bedroom apartments will be available at the commencement of 2018.

Selection Criteria

Essential

- Excellent results in an undergraduate degree majoring in economics
- Undertaking post-doctoral research in the first 5 years of completing a PhD or be in the last year of a PhD in the field of economics
- A passion for research and a desire to share this with others
- Capacity to support a range of subjects offered by the University of Melbourne in each semester
- Interest in pedagogy and support of excellent teaching practice
- Availability to teach and meet with students on (weekday) evenings during semester
- Ability to provide academic support, guidance and leadership to students
- Capacity to offer mentorship support to students including undergraduate and graduates
- Capacity to work closely with the Learning and Community team to achieve the strategic goals of the College
- Availability to support students during semester and attend key events such as Open Day, 'O' week and meetings with Ormond staff
- Capacity and desire to engage in dynamic, flourishing community life

Desirable

- Extra-curricular interests which you are willing to share with students and staff.

If you would like to apply for this position, please send:

- your CV
- a transcript of your most recent degree
- a list of the University of Melbourne subjects you feel you could confidently support, and
- a cover letter addressing the selection criteria

to Emily-Rose Carr at ecarr@ormond.unimelb.edu.au no later than Monday 30th October, 5pm.. If you have any questions regarding this position, please contact Emily on 9344 1152.