POSITION DESCRIPTION

POSITION TITLE: TUTOR HIGHER EDUCATION

POSITION NUMBER:

DEPARTMENT: ADMINISTRATION

CLASSIFICATION: Academic Level A

FRACTION: Full Time

EFFECTIVE DATE: 1 DECEMBER 2014

INCUMBENT: ________________________________________________________________
SIGNATURE ________________________________ DATE ______________________

CHIEF EXECUTIVE OFFICER: _________________________________________________
TITLE: ________________________________________________________________
SIGNATURE ________________________________ DATE ______________________
ORGANISATIONAL CONTEXT:

The Victorian Institute of Technology is a dual sector education provider committed to providing students with the best possible educational opportunities and outcomes appropriate to their needs. The Institute strives to imbue students with the knowledge skills and abilities to become creative, self-motivated professionals with both specialist knowledge and high skill levels in their chosen area of work.

KEY RESULTS AREAS AND RESPONSIBILITIES:

1. Compliance and record keeping
   - Responsible for ensuring that all staff teach and assess in accordance with the curriculum accredited by TEQSA and the ESOS Act
   - Ensure that all relevant documentation is up to date at all times
   - Maintain and update the following records on a regular basis:
     - Assessment guides for all units to be delivered
     - Student records
     - Regular evaluation of Learning and Assessment and consequent reports to the Board of Studies
     - Industry consultation
     - Continuous Improvement Process record keeping and data gathering
     - Student feedback for every term
     - Staff feedback
     - Student counselling
     - Staff Induction
     - Certified copies of Staff qualifications
     - Records of Student Academic Progress Monitoring forms
     - Records of research and other scholarly activity

2. Teaching and Learning
   - Design, develop and evaluate learning and assessment to ensure compliance the accredited curriculum and with vendor certification and standards
   - Oversee the smooth operations of the IT teaching facilities
   - Create semester class timetables to ensure students are able to complete their study in normal
time, and to maximize the effective use of Institute resources

- Contribute to a reflective culture that values the scholarship of teaching and learning

3. Students

- Support the timely and effective induction of all new students
- Lead and participate in the provision of support and assistance for all learning and assessment related student matters
- In conjunction with the Head of Student Administration, ensure that the Institute’s Academic Progress policies are implemented
- Ensure the integrity of records on student files

4. Scholarly and Industry Engagement

- Maintain an effective engagement with a relevant professional body and with industry personnel
- Maintain an appropriate level of scholarly engagement.
1. Primary Skills

- Teaching skills and enthusiasm for educating international students in higher education
- Interpersonal communication skills and the ability to engage students and ensure the delivery of high quality education programs
- Capacity for curriculum planning and content delivery and assessment in the field of information technology
- A capacity for scholarly engagement in information technology
- Capacity for making fair, consistent and equitable decisions

2. Knowledge

- Understanding of higher education
- Administrative and organizational skills
- Understanding of the perspectives and aspirations of students and staff
- Awareness of and respect for foreign cultures

3. Experience

- Experience within higher education and information technology
- Ability to work in a team environment
- Experience in dealing with international students

4. Other attributes

- Belief in the primary importance of education to human endeavour
- Commitment to achieving shared goals

OTHER JOB RELATED INFORMATION:

1. Qualifications required

   Minimum
   - Masters Degree or Honours Degree or Degree plus Post Graduate Diploma

   Preferred
   - A teaching qualification

2. Experience required

   - Tutoring or research in information technology
   - Experience in the Information Technology Industry.
   - Pastoral care of students
VIT JOB DESCRIPTION

Title: Tutor
Department: Higher Education – Bachelor of Information Technology and Systems
Reports to: Dean
Classification: HEW Tutor

Main purpose of the job:
To carry out teaching, research and program related administration in the area of Information Technology and Systems

Main duties and responsibilities:

1. To teach at undergraduate level in areas allocated by the Dean and reviewed from time to time by the Dean.
2. To undertake scholarship and research and produce publications, or other research outputs, in line with personal objectives agreed with the Dean.
3. To engage with the broader scholarly and professional communities and with Industry.
4. To contribute to the development, planning and implementation of a high quality curriculum.
5. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
6. To participate in seminars aimed at sharing teaching and learning expertise and research outcomes and building collaboration across the Institute.
7. To participate in the development, administration and marking of exams and other assessments.
8. To provide pastoral care and support to students.
9. To participate in the administration of the programs and other activities as requested.
10. To contribute to Institute wide working groups or committees as requested.
11. To maintain personal continuing professional development.
12. To actively follow and promote Institute policies,
13. To maintain an awareness and observation of OH&S regulations.

PERSON SPECIFICATION

The person appointed is likely to have the skills and experience listed below.

1. Knowledge
   Essential: Strong academic achievement in the Information Technology discipline

2. Skills
   • Essential: Excellent interpersonal, oral and written communication skills.
     ▪ Ability to conduct scholarship in the area of Information Technology.
     ▪ Desirable: Ability to manage time and work to strict deadlines.
     ▪ Ability to teach and to supervise academic work at the undergraduate level.
3. **Aptitude**

Essential:  Ability to work collaboratively

4. **Qualifications**

Essential:  Masters Degree or Honours Degree or Degree  
Desirable:  Membership of a relevant professional organisation

5. **Previous Experience**

•

6. **Personal Qualities**

Essential:
- An aptitude for academic scholarship
- Commitment to teaching and fostering a positive learning environment for students
- Commitment to continuous professional development
- Commitment to the Institute’s policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.