

**PORTFOLIO:** Academic Services

**ADMINISTRATIVE UNIT:** Student Engagement Unit, Wurringka Student Services

**LAST REVIEWED:** 7 June 2021

### BROAD PURPOSE

The Aboriginal Tutorial Program (ATP) Tutor is responsible for facilitating the academic support of Aboriginal students studying at the University of South Australia. ATP Tutors are available to meet with students 1:1 or in groups, and assist in understanding course content, assessments and the development of the student's academic competencies. The ATP Tutor role works closely with Wurringka Student Services, to increase Aboriginal student engagement, retention and success, and other University support services as relevant.

### POSITION ENVIRONMENT

The **University of South Australia (UniSA)** is Australia's University of Enterprise. We are South Australia's largest university and one of the very best young universities in the world. At UniSA, we are authentic, resilient, and influential - and we deliver results. We pride ourselves on our dynamic and agile culture, which embraces challenges and thrives on breaking new ground. Plus, we are committed to the principles of excellence and equity.

Our people are critical to our success. They are creative, enterprising and innovative thinkers, communicating with clarity, conviction and enthusiasm.

We educate global professionals ready to create and inspire change, through more than 200 world-class degrees. We deliver outcomes-focused research that is inspired by global challenges and opportunities, to deliver economic and social prosperity.

Our strategic plan, *Enterprise25*, focusses on our people, programs and precincts, and sets out our path to ensure that we continue to deliver quality teaching, research and student outcomes.

The **Student Engagement Unit (SEU)** is responsible for the strategic development and delivery of student facing services that will enhance the on-campus and off-campus student experience to ensure all students, regardless of background and location, have an optimal university experience.

SEU services include learning advice, counselling services, careers and employment advice and specialised services for students with disabilities and/or medical conditions, Aboriginal students, international student support as well as a range of extracurricular activities including UniSA Sport. The Student Engagement Unit is led by the Director: Student Engagement Unit.

**Wurringka Student Services** provides information, advice and assistance to potential and current Aboriginal students. The team provides support to Aboriginal students, administers the Aboriginal Tutorial Program at the University, and facilitates events on campus and in the community. The University of South Australia is committed to and values Aboriginal education, and Wurringka Student Services is a key part of this work.

### REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Coordinator: Aboriginal Tutorial Program.

Key stakeholders that this position must liaise with includes:

**Internal:** Manager: Wirringka Student Services, Aboriginal Student (and Community) Engagement Officers, Student Engagement Unit staff.

**External:** Aboriginal students enrolled at the University of South Australia.

### **CORE RESPONSIBILITIES**

1. Work with the Coordinator: ATP to ensure the effective delivery of the Aboriginal Tutorial Program including academic support and, teaching and learning resources.
2. Work collaboratively with Aboriginal Student (and Community) Engagement Officers (AS(C)EO) in the delivery of a student-centred approach, to implement teaching approaches that maximise the student experience and learning outcomes.
3. Quickly develop rapport and maintain relationships with students in a culturally responsive way.
4. Provide tailored tutoring support to enabling, undergraduate, postgraduate, and Higher Degree by Research students, as required.
5. Provide a high level of support to Aboriginal students learning through 1:1 and/or group coaching and mentoring processes, that enable the student to achieve their full potential using various modes of communication such as in person, virtual meeting, phone, email and text.
6. Provide academic support and skills development which is responsive to students needs in a timely manner with the goal of enabling students to become independent learners.
7. Undertake regular administrative functions connected to the program including participation in regular ATP tutor meetings and maintenance of ATP tutor notes.
8. Undertake professional development and other training activities to develop skills and knowledge.
9. Reflect on personal teaching and learning practices, seek feedback (from Coordinator: ATP, AS(C)EO, students, peers) and implement strategies to improve teaching practice as well as team-based approaches.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

### **SPECIAL REQUIREMENTS**

- Some out of hours work will be required.
- Some intrastate travel may be required.
- Pursuant to the Child Safety (Prohibited Persons) Act 2016 and the Child Safety (Prohibited Persons) Regulations 2019, this is a prescribed position. It is an inherent requirement of the position that the staff member maintains a current Criminal History Assessment determining them fit to work with children.

### **UNIVERSITY REQUIREMENTS**

Staff must follow and apply the following:

#### **1. Core Staff Attributes**

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity

- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

## **2. Health Safety & Injury Management**

- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified workplace hazards and incidents.

## **3. Performance Development and Management**

Participate in the University's Performance Development and Management process.

### **SELECTION CRITERIA**

#### ***Essential***

1. Undergraduate and/or postgraduate qualifications combined with relevant practical experience, knowledge and experience, and a commitment to ongoing personal and professional development.
2. Demonstrated understanding of the contemporary issues facing Aboriginal students, and the impacts these issues have on the success as they relate to participation and attainment in a tertiary education environment.
3. Demonstrated experience delivering tutoring/teaching with Aboriginal students, on an individual level and in groups, implementing academic literacy and evidence-based study techniques.
4. Highly developed interpersonal, written and verbal communication skills appropriate to working effectively with students and staff from diverse Aboriginal cultural backgrounds.
5. Demonstrated organisational, time management and problem-solving skills, the ability to manage multiple priorities and work independently and collaboratively.

#### ***Desirable***

1. Experience and understanding of Aboriginal student support within the Australian tertiary education sector.