



POSITION TITLE	Aboriginal Tutorial Program Tutor
UNIT	Student Engagement Unit
CLASSIFICATION	Academic (Other)
REPORTING TO	Coordinator: Aboriginal Tutorial program

POSITION 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 Wirringka Student Services, to increase Aboriginal student engagement, retention and success; and other University support services as relevant.

POSITION ENVIRONMENT

About the Unit

The **Student Engagement and Equity Portfolio** is led by the Pro Vice Chancellor: Student Engagement and Equity who reports to the Provost & Chief Academic Officer. The Pro Vice Chancellor: Student Engagement and Equity is responsible for following areas:

- Student Engagement Unit
- University College
- Whyalla campus
- Mount Gambier campus
- Student Ombud

The portfolio is responsible for student support services, student experience activities, regional engagement, Aboriginal initiatives, and equity access pathways. 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 the University Sport Unit. The Student Engagement Unit is led by the Director: Student Engagement Unit.

Wirringka 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 (ATP) at the University, and facilitates a number of events on campus and in the community. The University of South Australia is committed to and values Aboriginal education, and Wirringka Student Services is a key part of this work.

CORE STAFF ATTRIBUTES

The University expects its staff to embody the core attributes in delivering all facets of their responsibilities and interactions with others.



- > **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 focused
- > **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.

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 establish rapport with students in a culturally responsive way to support their academic success.
4. Provide tailored tutoring support to enabling, undergraduate, postgraduate, and Higher Degree by Research students, as required, and in alignment with the ATP Tutoring agreement's timeframe.
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.
6. Provide short-term and targeted 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, maintenance of ATP tutor notes, timely submission of timesheets, adherence to the applicable 'minimum engagement period' of work, and regular monitoring of remaining delivery hours.
8. Completion of all mandatory training, and undertake additional professional development activities to enhance skills and knowledge, as required.
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.

SAFETY, WELLBEING & INJURY MANAGEMENT RESPONSIBILITIES

All Staff

- Must follow reasonable instructions and work practices to maintain the health and safety of themselves and others, particularly when conducting experimental or untested activities.
- Report all identified workplace hazards, incidents and near misses.

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.

SPECIAL REQUIREMENTS

- Pursuant to the *Children's Protection Act 1993 (SA)*, this position has been deemed prescribed. 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.
- Some out of hours work will be required.