

<b>EMPLOYMENT TYPE:</b> Casual	<b>CLASSIFICATION:</b> Other
<b>DIVISION/PORTFOLIO:</b> Academic	
<b>SCHOOL/UNIT:</b> Student Engagement Unit	
<b>LAST REVIEWED:</b> 9 December 2019	

## 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*. Our culture of innovation is anchored around global and national links to academic, research and industry partners. Our graduates are the new urban professionals, global citizens at ease with the world and ready to create and respond to change. Our research is inventive and adventurous, and we create new knowledge that is central to global economic and social prosperity. Today, we are South Australia's largest university and ranked amongst the very best young universities in the world.

The University has a wide range of expertise across four academic divisions, including: Business; Education, Arts and Social Sciences; Health Sciences; and Information Technology, Engineering and the Environment. We offer over 200 world-class degrees and are known for our experiential approach to teaching and learning, and outcomes-focused research. We are committed to educating individuals to the highest standards, investing in the very best academics and professional staff, as well as state-of-the-art physical and virtual infrastructure.

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
- UniSA 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 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 to the Coordinator: Aboriginal Tutorial Program.

This position works closely with the following key stakeholders:

**Internal:**

- Manager, Wurringka Student Services
- Aboriginal Student (and Community) Engagement Officers
- Aboriginal students enrolled at the University of South Australia
- Student Engagement Unit management and staff
- UniSA College management and staff
- Academic and professional staff across the University

## 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. Ability to quickly develop a rapport and maintain a relationship 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, Skype, 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.

## 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.
- Some intrastate travel may be required.

## 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 work place 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.