



## POSITION DESCRIPTION

### ACADEMIC TUTOR (Casual)

#### ABOUT THE UNITING CHURCH IN AUSTRALIA

**Our purpose:** The mission of the Synod operational areas is to inspire, empower and support the Uniting Church in all its varied expressions to live out our Christian faith.

**Our values:** To be generous and inclusive, honest and accountable, diligent and professional, just and compassionate, hopeful and courageous.

The Uniting Church in Australia (UCA) is one of the largest not for profit and religious organisations in Australia. Broadly, each state is called a Synod and has a governing council with its own boards to manage its affairs. The Synods are drawn together through a National Assembly.

Uniting Mission and Education's (UME) role as a board of the NSW/ACT Synod is to assist the Church to provide education, theological insight, strategy, research and resources for leadership, discipleship, ministry and mission. UME manages the operations of Uniting Venues, Uniting Theological College (UTC), Uniting Aboriginal & Islander Christian Congress in NSW/ACT, and provides oversight of Uniting Church Schools in NSW and ACT.

---

#### ABOUT THE ROLE

Academic Tutor is a casual position within the faculty of United Theological College (UTC) and with the Resourcing team of Uniting Mission and Education.

UTC is a partner of the School of Theology, Charles Sturt University, and as a member of the School, the appointee will be expected to meet the qualifications, expectations and standards for Academic Staff of CSU.

---

#### KEY RESPONSIBILITIES

**Under leadership of the Academic Dean, the appointee will be responsible for;**

- Developing the study skills of students in undergraduate and non-tertiary programs so that students become independent learners and more skilled communicators, particularly in written communication
- Connecting tertiary students to the study skills resources available through CSU
- The preparation of learning materials for non-tertiary adult faith development programs
- Assisting Higher Degree Research CALD students in finalizing their research papers and theses on the approval of the Academic Dean
- Grading and recording grades of designated assessment tasks

- Liaising with the course advisor, lecturers/ teachers, and library staff as appropriate concerning the needs and progress of students
- Participating in student orientation and ongoing programs aimed at integrating students into the learning experience and expectations of the campus
- Adhering to the CSU and UTC timelines for: preparation of materials, library liaison, grading of assignments, and the like.
- Other academic assistance tasks as required by the Academic Dean

**Further to those outlined above, role responsibilities also include:**

- Working within the polity and ethos of the Uniting Church in Australia
  - Abiding by the policies and procedures of the Uniting Church in Australia Synod of NSW and the ACT and those of Charles Sturt University
  - Working in a collaborative manner with others teaching in the College
  - Following policy and procedures in relation to workplace health and safety
  - Participating in maintaining a safe working environment for both yourself and others in the workplace
  - Participating in professional and curriculum development as required.
- 

## KEY RELATIONSHIPS

### Internal

- UME Executive Director
  - Academic Dean (Line Manager)
  - Director, Uniting Learning Network (secondary report)
  - Faculty, sessional lecturers, resource team and UTC administrative staff
  - Camden Theological Library
- 

## KEY COMPETENCIES

### ESSENTIAL

#### **Working with people**

- Recognises and regards the contribution of others
- Listens, consults others and communicates proactively
- Develops and openly communicates self- insight such as an awareness of own strengths and weaknesses

#### **Adhering to principles and values**

- Upholds ethics and values
- Demonstrates integrity

#### **Learning and researching**

- Gathers comprehensive information to support decision making
- Manages knowledge (collects, classifies, and disseminates knowledge to use to the organisation)

#### **Creating and Innovating**

- Produces new ideas, approaches or insights
- Produces a range of solutions to problems

**Presenting and communicating information**

- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence

**Delivering results and meeting customer expectations (Student focused learning)**

- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity

**DESIRABLE**

**Relating and networking**

- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels

**Adapting and responding to change**

- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

**Deciding and initiating action**

- Initiates and generates activity

**Planning and Organising**

- Monitors performance against deadlines and milestones

**Leading and supervising (in relation to research students & colleagues)**

- Sets appropriate standards of behaviour
- Motivates and empowers others

**QUALIFICATIONS AND EXPERIENCE**

The Academic Tutor is required to have a bachelor degree in education or equivalent teaching qualifications.

Qualifications in Theology and in TESOL are desirable.

**ROLE OVERVIEW**

**Classification:** Casual Academic Tutor Other Academic Activity  
**Appointing Body:** Uniting Mission and Education  
**Team:** Faculty, United Theological College; UME Resourcing Team  
**Report Line:** Academic Dean, secondary report to Director Uniting Learning Network

<b>Position Holders Name:</b>		<b>Manager Name:</b>	
<b>Date:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	
		<b>Signature:</b>	