



## Position Description – Academic Skills Advisor

### Position Details

**Position Title:** Academic Skills Advisor

**College/Portfolio:** Education Portfolio

**School/Group:** RMIT University Library

**Campus Location:** Based at the Melbourne CBD or Bundoora campus, however, may be required to work and/or be based at other campuses of the University.

**Classification:** HEW 7

**Employment Type** Ongoing

**Fraction:** 1 FTE

### RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy, and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students, and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## **Why work at RMIT University**

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **Education Portfolio**

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The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

## ***RMIT University Library***

RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, advice and guidance for students' academic skill development. It provides resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information.

In order to support the goals and operations of the University the Library is arranged into four main functional areas: Learning; Teaching and Research; Collections and Quality and Engagement. The Library increasingly delivers collections and services online to maximise access by the RMIT user population.

At RMIT Melbourne, the University Library operates from four different locations: the Swanston Library; the Bundoora Library; the Carlton Library and Brunswick Library. At RMIT Vietnam, the Library supports the 6,000 students from 2 locations: Ho Chi Minh City and Hanoi. They provide flexible, networked spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

[www.rmit.edu.au/library](http://www.rmit.edu.au/library)

## **Position Summary**

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Working within an interdisciplinary team, the Academic Skills Advisor is responsible for enhancing students' academic outcomes in language, academic writing, mathematics, and science. This role includes supporting First Nation's academics.

The ASA provides strategic and targeted delivery of specialised learning support that is designed to maximise access and inclusion. With a 'digital first' model, we create digital learning resources that enable a truly global service. A priority for this position is digital fluency for digital literacy and the creation of digital learning objects, using systems and platforms that are fit for purpose.

Our service model provides study support online for all students across all cohorts, through online Study Support consultations and in-person across libraries in Study Support Hubs.

We require a culture capable of adapting and evolving to meet the needs and expectations of the Library and to define and develop digital pedagogical products that will add the greatest value. Change and

innovation are underpinned by collecting and using data to make evidence-based decisions and analytics to demonstrate value and impact.

## Reporting Line

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Reports to: The position reports to the Senior Coordinator, Academic Skills

Direct reports: Nil

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child-safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Collaborate with interdisciplinary colleagues on the design and delivery of educational support for students, to enhance students' academic language, literacy and Maths, Science learning outcomes through support services, learning resources and dedicated Study Support Hubs located in library sites.
- In partnership with HE academic and VE teaching staff, contribute to the development of RMIT Capabilities, incorporating the student voice to inform workshop design with tailored and accessible e-resources.
- Provide strategic and targeted delivery of specialised learning support designed to maximise access and inclusion in one of specialist areas: English language, academic writing, mathematics or science.
- With a 'digital first' lens, create digital learning resources that enable a truly global service.
- Provide study support online for students across all cohorts, through online Study Support consultations and in-person across libraries in Study Support Hubs.
- Adapt to the evolving needs and expectations of the Library and develop digital pedagogical products that are effective and sustainable.
- Adopt data-driven, evidence-based decisions and analytics to demonstrate value and impact in language, literacy and numeracy skills development.

## Key Selection Criteria

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- 'Must identify as an Australian Aboriginal and/or Torres Strait Islander person'
- Demonstrated ability to deliver educational online study support services across a range of online platforms.
- Demonstrated understanding of curriculum architecture and pedagogical design principles to embed skills development workshops and e-resources in CMS Canvas.
- Demonstrated competency in digital pedagogical products to design and develop e-resources to enhance students' academic language, literacy, math and science learning outcomes. This includes supporting first nation academics.
- Demonstrated understanding and experience in the delivery of specialised learning support designed to maximise access and inclusion in one of specialist areas: English language, academic writing, mathematics, or science.
- Sound organisational skills with the ability to prioritise and work in an agile and flexible manner to deliver agreed outcomes within deadlines.
- Demonstrated ability to work constructively as a member of a team and to initiate, develop and negotiate effective relationships with clients, including students.

- Demonstrated experience in using data-driven, evidence-based decisions and analytics to demonstrate value and impact.

## Qualifications

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### **Mandatory:**

This is a Targeted position and therefore ONLY open to applicants of Australian Aboriginal and/or Torres Strait Islander heritage in accordance with an exemption granted under section 12 of the Vic – Equal Opportunity Act 2010.

This is a recruitment strategy to increase the Aboriginal workforce. The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.

### **Desirable:**

A postgraduate qualification in education, applied linguistics or TESOL and/or significant relevant experience in a tertiary environment.

**Note:** Appointment to this position is subject to passing and maintaining a Working with Children Check and other checks including National Police Check as required by the specific role.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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