**SELECTION CRITERIA AND POSITION DESCRIPTION**

**FOR NGARARA WILLIM CENTRE TUTORS**

**RMIT University**

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT’s leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent. We are also committed to redefining our relationship in working with and supporting Aboriginal 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.

For more information, visit [rmit.edu.au/about](http://www.rmit.edu.au/about)

**Culture**

Our Values inspire us, wherever we are in the world, and guide how we live and work together**.**

**Passion | Impact | Inclusion | Agility | Courage | Imagination**

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices.

# **Office of Indigenous Education and Engagement**

RMIT is committed to becoming the education provider and employer of choice for the Aboriginal and Torres Strait Islander community. The RMIT Community understands that to achieve these goals we need to live our ambition through actively engaging in a meaningful and constantly maturing relationship with Aboriginal and Torres Strait Islander people. RMIT also understand that this engagement needs to be underpinned by respect and a genuine commitment to the principles of self-determination and reconciliation.

The Office of Indigenous Education and Engagement is responsible for providing the leadership and strategic direction for RMIT’s whole-of-university approach to reconciliation and engagement efforts and activities.

The Office of Indigenous Education and Engagement is responsible for a university wide remit that has impact on all parts of the university. These areas include:

* education and training
* employment
* student engagement and supplementary support
* research and innovation
* strategy and policy
* making a positive contribution to the maturing of the culture of RMIT

**About the role**

Ngarara Willim Centre employs qualified tutors on a casual basis. Tutors work one-to-one with enrolled Aboriginal and Torres Strait Islander students to enrich the student’s educational experience. This service is provided free to Indigenous students at RMIT.

The role of the tutor is to assist students in order to foster academic confidence and maximise their academic success. Tutors will be required to provide up to two (2) hours tuition per week for each student; however, this can increase to five (5) additional hours in total (not per subject) during examination preparation breaks.

Being a Ngarara Willim tutor is an opportunity for tutors to enhance the educational outcomes for Aboriginal and Torres Strait Islander students at RMIT and to build on their tutoring role within Departments. Ngarara Willim Centre provides specialist cultural awareness and tutor training within the program and works with tutors to support them in the role. Tutors are required to complete a written statement of tutoring objectives with the student in the first meetings and provide a written statement at the conclusion of the semester. Successful applicants will be required to undertake specialist tutor training developed by Ngarara Willim Centre in Orientation week and will be encouraged to access professional development opportunities throughout the semester.

**About you**  
  
You are aware of the hard work it takes to learn academic skills in the university environment, and you enjoy encouraging students to thrive. You have completed your undergraduate and possibly postgraduate degrees in your field, and your knowledge of how to learn assists you to clearly communicate discipline specific content to undergraduate students. You understand the range of skills required for tertiary excellence and can provide one-on-one professional encouragement and support for students to strengthen their academic work.

You understand that every student has their unique strengths, and you enjoy observing how students learn and respond to different collaborative work styles. You also understand the difficulties facing Aboriginal and Torres Strait Islander students in the university, where racism in lectures, classrooms and textbooks remains a powerful barrier to student esteem. You want to make the world a better place.

Preference will be given to Aboriginal and Torres Strait Islander applicants.

**Bring your whole self to work**

We are better for [our diversity](https://www.rmit.edu.au/about/our-values/diversity-and-inclusion). When we listen to those who are different to us, or challenge us, we grow stronger together. When we feel like we belong, we can achieve so much more. We respect each other, embrace our differences and build a sense of belonging in our team and beyond.

**Reporting Line**

Reports to: Manager, Indigenous Student Education, Ngarara Willim Centre.

**Qualifications**

Higher Education: undergraduate or postgraduate degree/diploma

TAFE: Cert 3 or 4 and relevant industry or professional experience

Experience working with Aboriginal and Torres Strait Islander people is desirable.

Experience teaching or tutoring undergraduate students is a plus.

**Essential Skills**

* Thorough knowledge and understanding of the discipline you tutor in and an ability to work with the student to the course-set assessment structures
* Excellent communication and organisational skills
* Teaching from a strengths-based approach to education, identifying the students’ strengths and fostering independence and confidence
* Ability to recognise the academic skills students need to develop and to work with the student to build those skills
* Ability to clarify RMIT processes and course structures for students new to tertiary education. This includes tutoring for information literacy, management and evaluation
* Awareness and understanding of racism and resulting issues affecting Indigenous people in the university and society more broadly or willingness to undertake training and develop this knowledge
* Understanding of the professional and caring boundaries in the tutor-student relationship, referring students to appropriate Ngarara Willim Centre staff when required

Tutoring contracts will be reviewed at the end of each Academic Semester.

**Note: Appointment to this position is subject to passing a full Working with Children Check.**

**This will be at your own expense but is claimable on your tax returns.**

#### **To apply to be a tutor, please email** [**ngararawillim.tutoring@rmit.edu.au**](mailto:ngararawillim.tutoring@rmit.edu.au) **with an expression of interest and your resume.**

For further information, please go to <https://www.rmit.edu.au/students/support-and-facilities/student-support/aboriginal-and-torres-strait-islander-students/indigenous-tutorial-assistance-scheme-itas>

*RMIT is an equal opportunity employer committed to being a child safe organisation. We are dedicated to attracting, retaining and developing our people regardless of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander community.*