



## Position Description – Ngarara Willim Centre Tutor

### Position Details

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**Position Title:** Ngarara Willim Centre Tutor

**Position Number:** <Insert Position Number>

**College/Portfolio:** Policy Strategy & Impact

**School/Group:** Office of Indigenous Education and Engagement

**Campus Location:** Based at the City campus but may be required to work and/or be based at other campuses of the University.

**Classification:** Hew 6

**Employment Type:** Professional Casual, Fixed Term (December 2023)

### RMIT University

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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. 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

We're proud to share with you:

- The launch of our second [Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.](#)
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award**, recognized by the European Commission.

### RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.
- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

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

## **Office of Indigenous Education and Engagement**

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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

## **Position Summary**

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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.

## **Reporting Line**

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Reports to: Coordinator, Indigenous Learning Success Program

Direct reports: n/a

## **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.

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

**About You**

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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.

**Key Selection Criteria**

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1. Thorough knowledge and understanding of the discipline you tutor in and an ability to work with the student to the course-set assessment structures
2. Excellent communication and organisational skills
3. Teaching from a strengths-based approach to education, identifying the students' strengths and fostering independence and confidence
4. Ability to recognise the academic skills students need to develop and to work with the student to build those skills
5. Ability to clarify RMIT processes and course structures for students new to tertiary education. This includes tutoring for information literacy, management and evaluation
6. 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
7. 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.

**Qualifications**

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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 desirable.

Preferred: A current driver's license

Note: Appointment to this position is subject to passing a Working with Children check.

*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.*

<b>Endorsed:</b>	Signature: Name: Nicole Shanahan Title: Manager, Indigenous Student Education Date: 7 July 2021	<b>Approved:</b>	Signature: Name: Title: Date:
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