

## Resident Tutor 2025 – Position Description

### Background

University College is a residential college affiliated with the University of Melbourne and is home to 340 undergraduate students from the University of Melbourne, RMIT, ACU and Monash, as well as eight Resident Tutors. University College's purpose is "enabling students to have an enriching and transformative residential college experience."

To support this purpose, we appoint Resident Tutors to provide academic support to our students. The role of the Resident Tutor is to be an academic mentor for approximately 25 first-year students. The Resident Tutor will also support student wellbeing, consistent with the College's processes, and undertake after-hours and weekend 'duty shift' responsibilities in collaboration with our Youth Workers.

The Resident Tutor is to have a visible presence in the College and be an outstanding role model for the student cohort. As a member of the Senior Common Room Community of Practice, the Resident Tutor is expected to actively build professional relationships with members of the Junior Common Room. Resident Tutors are also expected to host guests and visitors at College events, including regular attendance at High Table.

Resident Tutors are required to reside on site to fulfill Fire Warden responsibilities and pay rent for accommodation (a self-contained two-room unit), which includes all meals and utilities, internet data and the usage of the gym. In addition to earning an income from the tutoring, mentoring and duty shifts, Resident Tutors also receive a monthly General Duties Allowance (this covers Fire Warden responsibilities and having a visible presence around College and at key College and intercollegiate events).

Resident Tutors are appointed by the Head of College and report to the Dean of Studies.

### Key Duty Areas

#### Teaching and knowledge sharing in their discipline areas

- Deliver at least two, hour-long tutorials on weekday evenings for small groups for 10 weeks of each semester in line with the learning materials that are being covered by the subject at the respective universities.
- Develop a weekly tutorial plan for each of the subjects that they are tutoring at the College.
- Attend tutor briefings as required.
- Follow up with students who are not attending UC tutorials for their subject.
- Provide university subject-based consultations to individual students in accordance with the RT Handbook and relevant University guidelines.
- Ensure that the Tutorial Management System (TMS) is always kept up to date.
- Conduct one seminar in their area of expertise or industry experience for the benefit of the UC students.
- Provide feedback to the Dean of Studies on all aspects of the academic support program.

## **Academic mentoring in the College community**

### **a. First Year mentoring**

- Act as a mentor for first-year students to facilitate their transition to university and living at University College. The size of each mentor group will be approximately 25 students.
- Ensure regular interaction with all students in this group and advise and mentor them on academic matters.
- Produce timely mentor reports in line with the template provided in preparation for the mentor recap meetings conducted in Semester 1 and Semester 2.
- Facilitate first-year mentor group member attendance at Head of College afternoon teas.
- Communicate with the Dean of Studies and the Dean of Students about their student mentee's academic and/or other concerns.

## **Community engagement and wellbeing**

- Be an engaged, visible and approachable member of the College Community, supporting Student Club initiatives such as the College musical production, soiree and other events
- Attend key UC events, including but not limited to: Commencement Dinner, UC Open House, UC Open Day, Valedictory Dinner, Pathways Dinner, Monday evening High Tables, and the Rowing Regatta
- Attend at least 60 percent of High Tables per semester.
- Eat meals in the Dining Hall on a regular basis.
- Be committed to supporting student wellbeing and ensure that the support is consistent with the College's policies and processes. Communicate immediately with the Dean of Students and/or Wellbeing Coordinator regarding any student wellbeing concerns.
- Attend training as deemed necessary or beneficial to fulfilling the role (e.g., Mental Health First Aid; First Responder Training).
- Act as the first responder in situations that require immediate first aid.
- Assist in community management by reminding students of the requirements of the student Code of Conduct and behavioral expectations when necessary.

## **Support the maintenance of harmony and security in the College**

- Be available to be on duty three out of five days during weekdays throughout the academic calendar and be available for at least one weekend day and one weekend evening shift per week.
- Participate in the duty roster as the UC Resident Tutor on Duty when required. Shifts include:
  - Monday to Friday
    - a) 6pm to 11pm on Active Duty (handover duty round at approximately 10.30pm)
    - b) 11pm to 6am (On call for support as required by the Youth Worker on Duty)
    - c) 6am to 8am (On call as key person on duty)
  - Weekends and on Public Holiday
    - Similar to Monday to Friday schedule but supplemented by: Day Shift One, which starts at 8am and ends at 1pm (which includes a duty round at approximately 12:30pm) and Day Shift Two, which starts at 1pm and ends at 6pm (which includes a duty round at approximately 5:30pm).
- The RT on Duty in the evening is expected to conduct three duty rounds at 7pm, at 8.30pm and at 10.30pm (the last one with a Youth Worker, when a Youth Worker is assigned).
- Escalate any security and maintenance-related issues observed during the Duty Shift to House or Facilities contact person on duty as necessary.
- Fulfill duties as Chief Fire Warden when on duty.
- Submit a duty log report immediately after the completion of a shift, which includes observations made during the duty rounds.
- Communicate with the Dean of Students and Dean of Studies by phone or email regarding student safety and welfare issues as well as breaches of the Student Code of Conduct.
- Be aware of, and responsive to, disturbances that may interfere with the study or sleep time of students.

- Exercise authority on behalf of the College as required by the Executive Leadership Team.
- In the event that a Youth Worker is absent between the hours of 11pm to 6pm, or parts thereof at any given shift, the Resident Tutor on Duty for that same day will be responsible for the Duty Phone, albeit in a non-active-duty role.

### **Membership of the Senior Common Room Community of Practice**

- Be an active member of the Senior Common Room Community of Practice and develop professional relationships with members of the Junior Common Room.
- Propose ideas for seminars, fireside chats, and other initiatives with the Dean of Studies.
- Attend and assist with hosting major College events including events with donors, alumni, or special guests.
- Facilitate interaction between students and guests, as well as non-resident tutors.
- Take an active interest in the cultural, social, and sporting activities of the Student Club and attend key events.

### **Administrative responsibilities**

- Attend the RT induction program and training.
- Attend Fire Warden training and act as Fire Warden.
- Be available to be rostered from 10am – 4pm for Welcome Saturday, UC Open Day and the UC Open House
- Attend Welcome Saturday, Commencement Dinner, Valedictory Dinner, Pathways Dinner and Scholars Dinner.
- Attend fortnightly RT operations meetings convened by the Dean of Studies.
- When on duty, provide after-hours apartment guest check-ins and check-outs before 10pm, as well as during the weekend.
- Provide Guest Services-related support during the weekday evening, weekends, and public holidays.
- Complete a monthly timesheet using TMS, on or before the last day of each month.

### **Selection Criteria**

- A minimum tertiary qualification of a Bachelor's degree
- Experience in tutoring university students in university subjects (University tutoring experience would be an advantage)
- An understanding of, and empathy with, young people
- Demonstrated ability to always communicate respectfully and politely with members of the community from diverse backgrounds
- Ability to work within a team
- Ability to provide behavioral leadership within a residential community setting
- An active commitment to cultural diversity, equity, and inclusiveness
- An understanding of the issues faced by tertiary students, academically, socially and in achieving a balanced lifestyle
- An understanding of the importance of confidentiality within the organisation and with individuals
- Personal attributes such as reliability, initiative, flexibility, and empathy
- A commitment to positively contribute to the wider life of the College

### **Required Documentation**

- Current Working With Children Check (Employee)
- Evidence of Australian Citizenship, Permanent Residency or a valid work permit or visa.
- Current Police Check

### **Contact Details**

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*As University College evolves to meet changing strategic and operational needs and objectives, so will roles required of its staff. As such this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and the relevant manager as of the UC's performance evaluation, development, and progression processes.*