



## Casual roles in Term 3, School of Economics

The School of Economics is seeking applications for casual opportunities in Term 3 2021 courses. The positions are only available to those who are eligible to work in Australia, those who have studied upper-level Economics courses and are able to demonstrate understanding of the content for the courses they wish to work in, and those who hold a qualification at least one level higher than that held by the students enrolled in the course/qualification in which they are teaching. Students in UG dual degree programs may apply only if they have completed all program requirements for their Business School Pass degree and can provide a progression check from [Student Services](#) confirming that the program requirements have been satisfied at the time of application. The full Economics Selection Criteria can be viewed on the following page.

We expect to offer on-campus activities for a portion of tutorials and workshops in Term 3, while most lectures will remain online. There will be associated changes to the support roles required in Term 3 courses as compared with roles specified for previous terms. Lecturers-in-Charge of Term 3 courses will be seeking casual staff fluent in online development and delivery, and you will be asked to describe any such experience in the online application form.

We expect that in addition to tutor-type roles (both on-campus and those involving virtual tutorial delivery), there will also be some opportunities in online support (e.g., monitoring Moodle forums), as well as marking (online or otherwise), and in some cases online consultation and the production of online resources. A small number of courses may be appointed a Tutor-in-Charge, whose duties may include those conventionally associated with the TIC role, such as supervising marking and assisting with collating and organising marks for the LIC, assisting in distributing course materials to other casual support staff, administrative support in the form of student emails and results enquiries, and assisting with alternate or supplementary assessment tasks for some students (e.g., Equitable Learning Services adjustments or Special Consideration claims). Lecturers-in-Charge are in the process of deciding which roles will be appropriate and required in each of their courses.

Pay rates will be based on the duties performed, but will most likely fall into the [Academic Enterprise Agreement](#) categories of '2. Casual Tutorial', '3. Demonstration and Other Duties' or '4. Casual Marking'.

Applicants should be aware of the [UNSW Conflict of Interest Policy](#). Examples of Conflict of Interest in practice might include assessing the work of family/friends or fellow students at the same degree level; or working for or contracting with external tutoring businesses or aggregators of student study materials – all of which are prohibited. Teaching at competing tertiary institutions is not normally a problem, but you should disclose such relationships to us.

All applications should be submitted online via the [dedicated Moodle site](#). Applicants without a current UNSW ID can access the application form via [this external link](#).

Please submit your application as soon as possible, noting that the review and selection process will begin on 1st July 2021. Enquiries may be directed to [BUSContracts@unsw.edu.au](mailto:BUSContracts@unsw.edu.au).

### **Tutor Selection Criteria:**

1. Completion of a degree program at least one level higher than the level held by students enrolled in the course/qualification to be taught. Students in UG dual degree programs may apply only if they have completed all program requirements for their Business School Pass degree and can provide a progression check from [Student Services](#) confirming that the program requirements have been satisfied at the time of application.
2. Completion of intermediate level courses (at minimum 2nd year undergraduate), in a field relevant to the courses you wish to apply for - for example, ECON2101 Microeconomics 2 if you wish to tutor ECON1101 Microeconomics 1.
3. Sound knowledge of relevant course content as demonstrated by academic achievement and/or professional competency.
4. Strong interpersonal, oral communication and written communication skills, including the ability to explain complex topics and calculations, to lead discussions, and to foster group work.
5. Ability to work collaboratively and liaise professionally with students, other tutors, academic staff and professional staff.
6. Ability to mark assessments to specified marking criteria, being attentive to signs of academic misconduct; ability to provide feedback and prepare result submissions, with attention to detail and in a timely fashion.
7. Experience/skills in digital delivery and/or digital development and support.

### **Apply here:**

- Those with a current UNSW ID and password should [access the application form here](#) (log in with your UNSW ID and password, and then use "Student Enrolment Key" *TutorEconomics019*).
- Those without a current UNSW ID and password can access the application form via [this external link](#).