



POSITION DESCRIPTION

Position:	Economics Lecturer and Tutor (part-time, fixed term)
Department:	Economics, Foundation Studies
Reporting to:	Vandana Wadhwa, Subject Leader of Economics
Directly Supervising:	Nil
Salary Range:	Level B3 – C1 FTE \$86,791 – \$95,212 plus 11.5% superannuation and 17.5% leave loading.
Contact:	Vandana Wadhwa, Phone: 03 83410973
Date:	July 2024

POSITION SUMMARY

The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other Australian universities.

The Foundation Studies Economics course aims to help students develop a capacity to consider issues from an economics perspective and understand the major aspects of the Australian economic environment focusing on micro and macroeconomics. The course assumes that the student has no knowledge of Economics. The subject aims to develop students' academic writing, critical and logical thinking skills.

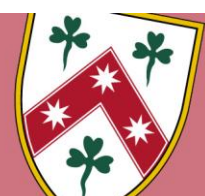
The role of the Economics lecturer and tutor involves teaching microeconomics and macroeconomics. Additionally, there is administration of assessment and correction of the subject, report writing, mentoring, availability to students and other duties relating to the subject and the broader program.

We are inviting suitably qualified and experienced applicants who have demonstrated experience teaching similar subject matter content at High School, Foundation Studies or University Level.

SELECTION CRITERIA

Essential:

1. A qualification at a tertiary level in Economics
2. Demonstrated work experience in teaching students micro and macroeconomics, preferably at VCE level, a Foundation Studies Program or University Level.
3. Demonstrated experience teaching online.
4. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
5. A commitment to academic excellence and an understanding of best educational practices.
6. Demonstrated experience maintaining confidential records and performing administrative tasks related to teaching.
7. Well-developed IT skills (with experience preferably in a MAC environment) along with the ability and willingness to learn new systems.
8. Demonstrated experience of positively contributing to and working within a team and independently.
9. An understanding of and commitment to compliance of Occupational Health and Safety requirements.





Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- The successful applicant must have, or be in the process of securing, a Working with Children approval.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.

KEY RESPONSIBILITIES

Economics teachers are required to:

1. Prepare and deliver lectures and tutorials both face-to-face (and occasionally online), contribute towards classroom materials and assessment tasks.
2. Provide adequate academic assistance for students outside class time
3. Mark homework assignments, classroom assessment pieces and exams
4. Write two term reports and mark examinations
5. Contribute to ongoing program development
6. Meet regularly and collaborate with colleagues
7. Attend departmental and all staff meetings
8. Participate in the College's Student Mentoring Program
9. Contribute to the care of students in a way that is consistent with the school's duty of care and be the first point of contact in matters of pastoral care
10. Inform the Student Wellbeing and Academic Administration teams about any of their students that require attention to social, emotional and/or learning needs, and then assist in the ongoing monitoring of those students
11. Assist in student orientation activities; and
12. Undertake relief teaching for staff on leave if available

CHILD SAFETY

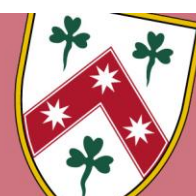
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social, and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- comply with any direction given by management for the intent of health and safety
- report all accidents and incidents that occur in the workplace immediately
- report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required





TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

