

## **THE UNIVERSITY OF NEW ENGLAND**

**Position:** Academic Skills Adviser  
Academic Skills Office  
Teaching and Learning Centre

**Classification:** Academic, Level A

**Reports to:** Dr Robyn Muldoon  
Academic Skills Coordinator

### **EXPECTED DUTIES**

1. To assist with the preparation and delivery of group and individual support programs which address students' general and course specific learning needs.
2. To prepare and deliver relevant lectures and seminars within the faculties.
3. To consult with students, including those from a non-English speaking background, about their learning needs.
4. To provide advice to faculty staff about responding to learning needs of students.
5. To develop learning materials and use, where appropriate, new technologies, including web-based technologies, to support the learning needs of internal and external students.
6. To liaise with other service providers across the university.
7. To assist with the delivery of associated support services and programs to the wider community.
8. To contribute to the UNE Pathways Enabling Course and the teaching of foundations units.
9. To engage in scholarly work related to learning support and the teaching of academic discourse.

10. To attend Academic Skills Office and Teaching and Learning Centre staff meetings. To represent ASO and/or TLC on committees or working parties as required.

## **SELECTION CRITERIA**

1. Bachelor's degree and TESOL qualifications with student-centred teaching experience in a tertiary context. Possession of, or progression towards, a higher degree in a relevant discipline would be an advantage.
2. Demonstrated knowledge of theory and practice in the areas of student learning support and teaching and learning in higher education.
3. Experience in preparing, delivering and evaluating learning skills and foundation programs for on and off campus university students, including those from non-English speaking backgrounds.
4. High-level oral and written communication skills.
5. Experience using Blackboard or similar learning management system. Web publishing skills an advantage.
6. Demonstrated ability to negotiate with individuals and decision making bodies within the university and wider community.
7. Demonstrated ability to work autonomously and as part of a team.
8. Demonstrated ability to prioritise work and meet deadlines.
9. Demonstrated understanding and commitment to OH&S, Risk Management, Quality Assurance and EEO principles as they relate to this position.