



Mannix College
your future starts here

Position Description – Academic Guide

Reports to: Director of Academics & Employability

Employment Type: Casual

Remuneration: \$60 per hour

Benefits: Inclusive workplace, invitations to Formal Dinners and College events, after-hours on-site parking and access to the College Dining Hall when working, join a team of passionate mentors and educators, professional development opportunities

ABOUT THE OPPORTUNITY

Mannix College opened in 1969 and is owned and operated by the Catholic Archdiocese of Melbourne. The College provides catered accommodation, pastoral care, academic support, leadership development and community engagement for nearly 300 undergraduate students.

As the only residential College at Monash University, the College occupies a unique position. It nurtures a community of talented scholars who live in congruence with the values of respect, personal integrity and responsibility, excellence, and service.

Residency at Mannix affords students access to academic support through our weekly StudyFest nights designed to complement the learning they receive within their faculty at Monash University. The College enjoys a well-deserved reputation for its inspiring academic environment with scholarly performance that exceeds the Monash University average.

The College is committed to building and supporting a safe, respectful, and inclusive community, and welcomes students and staff from a diverse range of backgrounds. Students are supported by a pastoral care team of staff and student leaders who all reside at the College in an environment that encourages wellbeing and achievement in equal measure.

Information about the College is available at: <https://www.mannix.monash.edu/>.

ABOUT THE ROLE

Under general supervision of the Director of Academics & Employability, and in collaboration with the academic team more broadly, you will:

1. Deliver in-person academic learning support to students, as per an agreed schedule, to compliment the teaching and learning they receive at Monash University.
2. Be compassionate, communicate skillfully and have a passion for student academic success.
3. Be well prepared, organised and reliable.
4. Be a positive scholarly role model for residents.
5. Be willing to work with students 1:1 or in small groups.
6. Attend College functions such as 'Weekly StudyFest!', 'Professional Development Workshops', 'Academic Dinners' and other occasions when required.
7. Comply with all policies and procedures, in particular ensuring those relating to WH&S strategies and human resources policies.
8. Complete other duties as determined by the College.

KEY SELECTION CRITERIA

1. University qualification(s) in the field(s) you plan to provide academic support in, or currently working towards. Postgraduate qualifications and/or academic excellence (high distinction average at university level) will be highly regarded.
2. A demonstrated passion for and interest in the academic and professional development of young adults during the transition to university, college life, and to the workforce.
3. Familiarity of syllabus (unit content) from relevant faculties within Monash University, and other academic principles such as academic integrity.
4. Interest and/or experience in providing academic support and advice.
5. High level interpersonal skills demonstrated by:
 - Ability to actively listen to others;
 - Ability to relate positively with a range of people from different cultural backgrounds and within different stages of student life;
 - Ability to handle confidential information and sensitive issues appropriately;
 - A high level of professionalism and personal integrity.

DESIRABLE

1. Current or previous mentoring/teaching/tutoring experience.
2. Experience working with a diverse and intercultural environment.
3. Experience within or knowledge of residential College environments.

APPLY

To apply, complete the expression of interest form [here](#).

QUESTIONS

If you wish to discuss this opportunity further, please contact India, Director of Academics & Employability, on 03 9905 0929 or at india.wright@monash.edu.