# TYPICAL DUTIES OF A COORDINATING TUTOR

Organisation Unit:          School of Social Sciences

Type of Employment:         Casual

Pay Rate:                   AC50 for Coordinating Tutor
                            AC20 for Tutor
                            AC30 for Marking

## School of Social Science

The School of Social Science is one of the leading social science schools in Australia. It is known internationally for its strong research focus and for producing undergraduate and postgraduate students with the skills and confidence to move through the world as curious, critical and engaged global citizens who secure work in their chosen careers. The School teaches in the disciplines of anthropology, archaeology, criminology and sociology, as well as interdisciplinary degree programs in criminology and criminal justice, development practice, museum studies, social science and cyber-security. The lecturing staff bring to the classroom enthusiasm for their subjects, together with their considerable research expertise. This combination ensures that the latest ideas and insights of scholarly research and practice are immediately available to students, providing a refreshingly creative environment for interaction and learning. The School has close working links to University wide research centres and institutes, including the Institute for Social Science Research. The Archaeology Labs contain excellent facilities for the analysis of archaeological materials, and the Anthropology Museum within the School holds world class collections from Aboriginal Australia and the Pacific region. With over 50 academic staff and 90 research higher degree students, the School provides an atmosphere of encouragement and support for research activity and intellectual growth of its members.

## The typical duties of a coordinating tutor in the School of Social Science

Tutors and other casual academic staff play a vital role in teaching and learning in the School, working directly with academic staff to provide a quality learning experience to students. The primary role of a tutor is to participate in the education of undergraduate and postgraduate students through the delivery of tutorials or practicals to classes of up to 25 students. Using materials provided by, and under the guidance of, the Course Coordinator, tutors takes the lead in directing and assessing the learning activities of students in their allocated tutorial(s). Tutors are expected to have appropriate skills and knowledge for the work required, and all tutors are expected to have completed the mandatory HASS Faculty tutor training.

In addition, Coordinating Tutors are appointed to work with a Course Coordinator in the administrative management of large course with over 150 students enrolled (regardless of the mode of enrolment—i.e. internal and/or external). This includes coordinating the work of other tutors in the course to ensure students are given a consistent learning experience. A coordinating tutor usually takes on this role in addition to standard tutoring duties, for which they will be paid separately. It is expected that a Coordinating Tutor has considerable tutoring experience and will support and mentor new tutors to the course. The academic management of the course remains the responsibility of the course coordinator and other teaching staff.

Ideally, tutors are required to take a minimum of two tutorials for each course (one original and one repeat). Tutors are paid for one hour of delivery and two hours associated work time for each original tutorial. The associate work time includes one hour of preparation and one hour of consultation per

School of Social Science                    T  +61 7 3365 3236        E  socialscience@uq.edu.au
The University of Queensland                F  +61 7 33651544         W  social-science.uq.edu.au
Brisbane QLD 4072 Australia                                                                      ABN: 63 942 912 684
                                                                                                 CRICOS Provider 00025B

tutorial, which can be face to face or by email. Marking is paid separately. Repeat tutorials are paid at a rate of one hour delivery and one hour associated work time, with the additional hour dedicated to student consultation. Tutors are paid at the casual academic pay code AC20.

Coordinating tutors in courses of 150-299 students will be paid an additional 20 hours over the semester on top of their standard tutor duties.  Coordinating Tutors in classes with over 300 students will be paid 30 hours over the semester. Coordinating Tutors are paid at the casual academic pay code AC50 for their coordinating work and AC20 for their tutoring work.

## Duties

The typical duties and responsibilities of a coordinating tutor include the following:

**Coordinating tutor duties:**

- Ensure familiarity with the course content, aims, and objectives

- Attend and help run a one-hour (paid) preparatory course meeting

- Schedule and participate in a (paid) one-hour moderator meeting for each piece of assessment

- Download and distribute tutorial class lists from Allocate+

- Assist Course Coordinator in circulating weekly tutorial materials

- Provide support and mentoring to new tutors

- Where necessary, follow up on outstanding assessment items with tutors

- As required, post additional material on Blackboard

- As required, moderate discussion boards/FAQs/announcements on Blackboard

- Alert Course Coordinator of any tutoring issues and course related concerns identified in the course of teaching

**Tutoring activities:**

- Ensure familiarity with the course content, aims, and objectives

- Prepare and run tutorials using materials provided by the Course Coordinator

- Where relevant, maintain tutorial attendance records

- Supervise in-class quizzes, exams and presentations as required

- Mark assessment and grade students using relevant criteria/rubrics provided by the Course Coordinator within the required timeframe

- Identify and report concerns around academic integrity (e.g. plagiarism / collusion) to the Course Coordinator in accordance with University policy

- Be available for student consultation for one hour per week

- Where necessary follow up on outstanding assessment items

- In consultation with Course Coordinator, provide appropriate learning support for students with SAPDs

- As required, moderate discussion boards/FAQs/announcements on Blackboard

- Alert Course Coordinator of any course related concerns identified in the course of teaching

- Where relevant, attend Faculty tutor training

- Where relevant, undertake remarking of assessment

- Provide accurate advice to students (e.g. on course material, policies and procedures) and refer matters to others (e.g. School administrative staff) when required.

Tutors are not required nor paid to attend course lectures although they may do so if they wish.

## Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- **University's Code of Conduct**

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related **OH&S responsibilities and procedures** developed by the University or Institute/School

- The adoption sustainable practices in all work activities and compliance with associated legislation and related University **sustainability responsibilities and procedures**

- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related **responsibilities and procedures** developed by the University.

## Mandatory Training

The University promotes a culture of continuous learning and performance development through the provision of staff development and training. Some training courses have been designated as mandatory to ensure all University staff, including casual staff, have the requisite skills to contribute towards a safe, fair and respectful work environment. It is expected that casual staff will undertake the following training courses early on in their appointment:

- Health, Safety and Wellness Induction

- Annual Fire Safety Awareness

- Staff Standards of Conduct

- Appropriate Workplace Behaviour

- Casual Academic Employment Course

The 30-minute online Casual Academic Employment course is to provide casual academic employees with the fundamentals about being a casual academic at the University of Queensland.

Payment for completion of the above mandatory training modules will be administered directly by Human Resources once completion of the course/s has occurred and the quiz/es passed. Staff can expect to receive payment in once they have successfully confirmed their hours for completion of the above courses in the CAHP system. You only need to complete it once, even if you are working for multiple Schools.

The mandatory courses will be displayed against the following course codes:

| Course Name | Course Code |
|---|---|
| Health, Safety and Wellness Induction | HSWI223 |
| Annual Fire Safety Awareness | AFST223 |
| Staff Standards of Conduct | SSOC223 |

| | |
|---|---|
| Appropriate Workplace Behaviours | AWB223 |
| Casual Academic Employment Course | CAEC223 |

You will be paid for the estimated time associated for the course. You therefore do not need to claim payment for completion.

Please note that the School does not reimburse you for other training unless there is a specific requirement and prior approval has been received from the Head of School.

## Organisational Relationships

- A coordinating tutor has a functional reporting relationship to the Course Coordinator but reports directly to the Head, School of Social Science.