

# SCHOOL OF ECONOMICS

## INFORMATION FOR TUTORIAL APPLICANTS FOR 2012

The School of Economics employs around 50 new tutors each year to undertake tutorial work in first year, second year, third year and postgraduate economics courses. Tutors are appointed on a casual basis for the entire year. There is no mid-year intake for Semester 2.

If you have achieved a GPA of 6.0 or better in introductory economics courses and have completed at least 3 years of undergraduate study, including a significant number of economics or statistics courses, you may be considered for tutorial work in the School. Economics Honours and PhD candidates are encouraged to apply. Postgraduate coursework students with completion of at least one semester's worth of full-time (economics) study are also eligible to apply.

Tutors must meet high standards of presentation, be reliable and punctual, possess excellent communication and organisational skills and have demonstrated an interest in helping other people.

### Application Procedures

Complete the *UQ School of Economics – Casual Tutor Application Form* and submit this to the Tutorial Program Coordinator, School of Economics, Level 6, Colin Clark Building, St Lucia Campus by no later than **Friday 28 October 2011**, in order to be considered for tutorial work commencing in Semesters 1 & 2, 2012.

### Interviews

Shortlisted candidates will be required to attend an interview in November 2011. You will be advised if you have been accepted into the School of Economics Tutorial Program shortly after your interview. However, as enrolment numbers cannot be accurately predicted until February 2012, details of any tutorial work allocated to you may not be advised until this time. If you are successful in gaining a tutor position, your appointment will commence from the week preceding Orientation Week in 2012. **Your first responsibility will be to attend Tutor Training Day** (see below).

### Induction and Training

Tutor Training Day will be held on **Friday 17 February, 2012**. Detailed information will be provided to successful applicants. **For new tutors, it is a condition of your appointment that you attend this training.** If you cannot attend, this may mean you cannot be appointed. Issues covered at the Training Day include tutor duties and responsibilities, teaching strategies, School facilities, Occupational Health and Safety, teaching evaluations and administrative matters such as timesheets and pay. Tutor Training kits will be provided. New tutors will also be required to attend a follow-up training session in approximately teaching week five. Tutors are paid to attend both training sessions.

### Courses for which tutors may be needed in 2012:

**Semester 1:** ECON1010, 1020, 1120, 1310, 2010, 2020, 2060, 2050, 2300/7310, 2420, 3360/7360, 3510, 7002, 7010, 7020, 7040, 7300.

**Semester 2:** ECON1010, 1020, 1050, 1110, 1310, 1320, 2030, 2040, 2050, 2200, 2320/7322, 2410, 2460/7460, 3050, 3220, 3350/7350, 3440, 7002, 7010, 7020, 7200, 7300, 7430, 7740.

More information <http://www.uq.edu.au/economics/our-courses-and-programs>

## Administrative Responsibilities of Tutors

The School expects that you will undertake your assigned tutorial work throughout the semester. However, if you are unable to undertake your tutorial commitments at any time owing to extenuating circumstances, it is your own responsibility to arrange a replacement tutor from amongst the tutors in the course in which you are involved. If the inability is sudden (e.g. illness) please contact the Course/Tutorial Coordinator, Course Administrator, or the Economics Enquiries Office.

All tutors will be provided with access to photocopiers, printing facilities and a mailbox which they should clear regularly. Tutors will also be provided with a UQ Staff Email Account. The majority of correspondence will be via email, and it is important you check your staff email account daily. Tutors are **not** required to provide their email address to students and are **not** encouraged to provide their phone number to students; students should always attend consultation to seek assistance. Note that tutors are not paid to provide online tutoring support to students by email.

**As a condition of your continued appointment, all tutors in the School of Economics are required to undergo a Teaching Evaluation each semester.** Details will be emailed to all tutors during the semester. Note: the allocation of work in second semester is dependent upon achieving satisfactory teaching evaluations in first semester, and the availability of casual work.

### Availability

Tutors are appointed from the week preceding Orientation Week in first semester until the week following the exam period in Semester 2, 2012 (including mid semester breaks).

Working hours are usually between the hours of 8 am to 6 pm Monday to Friday from the beginning of each semester (O-Week) until the end of exams.

**NOTE: Absence during teaching weeks or the exam period (e.g. planned holidays, other work commitments) may preclude you from being considered for a tutoring position.**

All tutors are expected to be available to undertake marking for final examinations. **Tutors will not be considered for additional work unless they are available for the duration of this timeframe.**

### Supervision

Your immediate supervisor will be the Tutorial Coordinator for the course in which you are tutoring. This may be the lecturer for courses with smaller enrolments. Your immediate supervisor will inform you of how you will be supervised (e.g. weekly meetings, regular email correspondence). They will also provide you with a tutorial plan for the semester. Your supervisor will generally hold a tutor meeting at the beginning of the semester to discuss this with you. Those tutoring in a course with larger enrolments will be supervised by the Course Administrator for that course.

### Hours of Work

A "standard" workload is 3 x 1 hour tutorials, or 2 x 1.5 hour tutorials per week. This means 7 hours pay and **7 hours work per week** (3 hours teaching, 2 hours preparation and 2 hours consultation). Additional payments will be made for marking (e.g. assignments, progressive examinations and final examinations). You may also be paid for exam invigilation, exam viewing sessions, meetings and other work as requested by your supervisor. In some weeks (e.g. when marking) you may have to work a greater number of hours.

## Payment

The 2011 hourly rate for casual tutors is \$36.42 (for 2012 rates see <http://www.uq.edu.au/current-staff/index.html?page=7646&pid=11206> for updates). Casual tutors with a "standard" workload will be paid at three times the hourly rate for the first tutorial of the week. For a 1 hour tutorial, this entails 1 hour delivery + 2 hours preparation. The 2<sup>nd</sup> and 3<sup>rd</sup> tutorial of the week in the same course will be paid at twice the hourly rate, which entails 2 hours delivery + 2 hours consultation per week.

Additional hours of work (non-delivery) will be paid at the hourly rate.

Tutors with a workload greater than 3 x 1 hour tutorials per week, will be paid for each additional tutorial at twice the hourly rate and will therefore **need to undertake additional duties to fulfil their associated work time**.

To claim payment, tutors are required to submit online timesheets on a fortnightly basis. Instructions will be provided upon appointment by the Tutorial Program Coordinator.

## Resources

The School of Economics will provide tutors with the following resources:

- Relevant course materials including textbooks;
- Office space for student consultation;
- Access to photocopiers and mailboxes;
- Stationery for tutorial duties;
- Printing facilities for tutorial purposes;
- Staff Email Account.

## School Details

Website: <http://www.economics.uq.edu.au>

Location: Level 6, Colin Clark Building (#39), St Lucia Campus

Telephone: +61 (7) 3365 6570

Email: [enquiries@economics.uq.edu.au](mailto:enquiries@economics.uq.edu.au)

## Administrative contact

Ms Lauren Summerson

Tutorial Program Coordinator

Email: [l.summerson@uq.edu.au](mailto:l.summerson@uq.edu.au)

Telephone: +61 (7) 3365 6783

## Tutorial Selection Committee

Dr Maxine Darnell (Chair)

Mr Carl Sherwood

Ms Lauren Summerson

For more general information on tutoring, see <http://www.uq.edu.au/tutors/>