

Position Description

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Position	Learning Skills Advisor	Location	Dirranbandi
Reports to	Centre Manager	Employment type	Casual, up to 4 hrs 28 w/pa
Direct reports	NA	Approved by	Chair, CUC Balonne

Purpose of the role

Provide a comprehensive range of support strategies in higher education academic and learning skills, to regional students studying university-level courses by distance education. Work as part of a team to engage students in their learning through a holistic approach to academic support, including the provision of tailored one-on-one and group sessions, as well as structured workshops.

Key Duties

Contribute significantly to the engagement, self efficacy, well-being and retention of new students both during their transition to study and throughout their program of study, by the following types of interventions:

- One on one academic mentoring in referencing skills, writing and assessment skills, study skills, wellness skills, and other assistance;
- Provision of group sessions in the above areas where appropriate;
- Developing and facilitating workshops in areas such as referencing, answering assignment questions, successful assignment writing, study skills, university services, learning platforms and wellness techniques
- Being alert to students who may be struggling academically and/or personally, or otherwise at-risk and provide appropriate intervention and referral, in line with CUC protocols
- Co-operating with university student support systems and networks
- Participation in evaluation of the program.

Selection Criteria

Essential	Desired
Undergraduate degree (preferred humanities, such as Education, Arts, Social Sciences, Linguistics or similar)	Postgraduate Degree (or working towards)
Recent university level study with outstanding academic results	Previous experience in providing learning support to students.
Demonstrated proficiency in the use of digital technologies such as word, excel, outlook etc	Previous record of positive leadership, facilitating groups/workshops, and/or assisting others in skill development
Demonstrated proficiency in the use of a range of university e-learning systems.	Mental Health First Aid Certificate
Demonstrated high level interpersonal and communication skills with the ability to connect with and engage others on and individual level as well as lead small groups and workshops.	
Demonstrated experience and understanding of and interest in working with students from diverse backgrounds	

Demonstrated capacity to work as part of a team and contribute to a positive teamwork environment.	
Proven time management and organisational skills with the ability to manage competing priorities.	
Passionate and enthusiastic about creating opportunities for regional students.	
Current Drivers Licence (QLD)	
Current Working with Children Check (QLD) or willingness/ability to gain this.	