

## Position Description

| Position Description |                         |                 |                             |
|----------------------|-------------------------|-----------------|-----------------------------|
| Position             | Learning Skills Advisor | Location        | St George                   |
| Reports to           | Centre Manager          | Employment type | Casual, up to 6 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.                     |  |