



Learning Skills & Quality Assurance Coordinator (Sydney)

Fixed Term - Full Time

Melbourne Institute of Technology (MIT) is a leading private institute of Higher Education with campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Networking, Data Analytics and Engineering (Telecommunications) programs, at Certificate, Bachelor and Master level to Australian and International students.

The Learning Skills & Quality Assurance Coordinator provides teaching both inside and outside curricula to assist students in developing appropriate academic study skills; by collaborating with other academic staff in the development of curricula and through participation in the InSPIRE program so that they provide better learning opportunities for students' development of academic and language skills.

This role is responsible for development and implementation of strategies for language enhancement, assisting students with the transition to study in an Australian learning environment and the development of appropriate study skills, including providing focused support in math's, computing, etc. as required.

The Coordinator works collaboratively with the Centre of Learning team and the Campus Director in the development and provision of learning support to the diverse student body. Another significant aspect of the role is to assist in the administration of the Peer-Mentoring Program and assist in the quality assurance of documents to academic committees such as the Learning & Teaching Committee and the Academic Board, and academic documents prepared for accreditation.

You will need: Exceptional interpersonal, communication and negotiation skills; have an understanding and appreciation of diverse cultural backgrounds and ability to work under pressure.

Qualification: A Doctorate in a relevant discipline with experience in academic advising.

Interested applicants will need to view the full position description available from the MIT Website- <https://www.mit.edu.au/about-us/jobs-mit> and submit their application via **Seek** addressing the selection criteria.

Closing date: Friday 17th February 2023 (Applications may close sooner if a suitable candidate is identified)