



MELBOURNE
INSTITUTE OF TECHNOLOGY

Learning Skills Officer (Part-time)

Melbourne Institute of Technology (MIT) is a leading Institute of Higher Education with a network of campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Engineering, Data Analytics and Networking programs, from Undergraduate Certificates to Post Graduate Master Level to Australian and International students. MIT offers courses taught on behalf of Federation University at the MIT Melbourne and Sydney Campuses.

We are seeking Learning Skills Officer to join our Centre of Learning team to provide teaching both inside and outside curricula to assist students in developing appropriate academic study skills including by collaborating with other academic staff in the development of curricula. The role is responsible for the 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. 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.

Skills and Experience

To be considered for this position, you will have:

- Doctorate qualification with relevant experience
- A sound knowledge of and proven experience in the delivery of academic/study skills related programs / courses in a higher education setting
- Knowledge of academic advising theory and practice, the principles of learning and teaching and demonstrated ability to apply these to the development and delivery of workshops, programs and resources
- Demonstrated high level communication skills, including oral and written communication, interpersonal, presentation and negotiation skills
- Demonstrated understanding of the issues faced by students undertaking tertiary-study at all levels, and cultural awareness of the different issues related to students from a diverse cultural background
- Demonstrated high level administrative and organisation skills including the ability to manage multiple tasks, meet deadlines and work independent, or as part of a team.

Interested applicants will need to address the full position description available at <https://www.mit.edu.au/about-us/jobs-mit> and submit their application via Seek.

Enquiries should be directed to Ms Effie Evryniadis, Acting Campus Director on 03 8600 6700 or via email: eevryniadis@mit.edu.au

Closing date: Sunday 12 February 2023. MIT is an Equal Opportunity Employer and reserves the right to close applications early if a suitable applicant is identified.