

**Position:** Learning Skills Officer

**Location:** Melbourne Campus

**Employment type:** Full-time, on-site

**Award:** Educational Services (Post-Secondary Education) Award 2020

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at bachelor's and master's degree levels, to Australian and International students. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

### **The Role:**

We are seeking a motivated Learning Skills Officer to join our Centre of Learning at the Melbourne campus. This role involves developing and delivering tailored learning and language programs to our diverse student body. The Learning Skills Officer will report to the Learning Skills & Quality Assurance Coordinator.

### **Key Responsibilities:**

- Academic Support: Develop, implement, and evaluate academic language and learning support programs.
- Work in partnership with The Learning Skills & Quality Assurance Coordinator on administrative tasks and quality assurance activities.
- Deliver tailored academic study skills programs both inside and outside the curricula.
- Develop and implement language enhancement strategies to aid student transition into an Australian learning environment.
- Administer and evaluate the effectiveness of the Peer-Mentoring Program.
- Advocate for and implement evidence-based best practices in learning and teaching within the Centre of Learning.
- Assist in proofreading academic documents and conducting professional writing workshops.
- Provide specialised support in areas such as maths and computing as required.

Position Description can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

### **Qualifications, Skills and Competencies**

1. A Master's degree in TESOL or a related field.
2. A Graduate Certificate in Learning and Teaching in Higher Education.
3. Demonstrated experience in study skills related programs is essential.
4. High-level communication skills.
5. Strong administrative and organisational skills.

6. Knowledge of student academic intervention strategies is desirable.

**More information:**

Kevin Procter - People & Culture

03 8600 6749 / [kprocter@mit.edu.au](mailto:kprocter@mit.edu.au)

**Applications** must include an updated resume with 3 professional referees.

Applications close on **Sunday, 4 February 2024**

**Apply:** via SEEK

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit [www.mit.edu.au](http://www.mit.edu.au)

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.