

UTS POSITION DESCRIPTION



UTS: HUMAN RESOURCES

POSITION TITLE: Indigenous Cadet

UNIT: Jumbunna Indigenous Institute of Education and Research

LEVEL: HEW 4 or 5 or Academic Level A

POSITION PURPOSE

The Indigenous Cadet works as part of the Jumbunna Learning Development (LD) team to provide supplementary and enabling tuition and mentoring to Aboriginal and/or Torres Strait Islander students studying at UTS with support and guidance from Learning Development (LD) senior academic staff. The Indigenous Cadet may also be involved in research activities with a mentor in Jumbunna Indigenous Institute of Education and Research or one of the Faculties.

The Indigenous Cadet works with students, the Deputy Director, Learning Development, the Coordinator Unistart Enabling Program, Learning Development academics, Indigenous Student Services Officers, other UTS: Jumbunna staff and Faculty staff, as necessary, to develop academic and professional administrative skills that can contribute to Indigenous student success, retention, and completion rates.

DIMENSIONS

UTS is committed to the principle of self-determination for Indigenous people. Self-determination being the internationally recognised right of Indigenous peoples to control their own affairs, maintain their culture and heritage and determine their future.

UTS acknowledges Indigenous Australians as the original Australians and ongoing custodians of "Country" who occupy a unique place within Australian society and subsequently within UTS. Therefore UTS seeks to develop an institutional identity, which takes pride in and actively seeks to identify with Indigenous Australians.

UTS is committed to the achievement of educational outcomes for Indigenous Australians that are equal to those of other Australian students. UTS endorses the principle of equity for Indigenous peoples. Consequently, UTS believes that developing and delivering appropriate and effective educational and employment services for Indigenous students are essential for their future employment aspirations.

RELATIONSHIPS

Supervision

The Indigenous Cadet is supervised by the Deputy Director, Learning Development and receives support and guidance from more senior Learning Development academics.

No staff report to the Indigenous Cadet.

Collaboration and Communication

Internal

The Indigenous Cadet meets regularly and liaises with the Deputy Director Learning Development and with their appointed mentors. The Cadet works collaboratively in a team with the support and guidance of more senior academic and/ professional staff to contribute to the availability of learning assistance consultations to Indigenous students at UTS for the duration of the Cadet's work role/s.

Liaise with Jumbunna staff and other UTS staff as required; and Indigenous students.

Cadets are required to keep records of their consultations with students, discuss these with more senior staff/mentors and to make these available to other tutors to ensure continuity in the provision of tuition to students.

External

Greet visitors to the Unit of employment and answer phone calls as required.

MAJOR RESPONSIBILITIES

The position's responsibilities may include the following:

- Provide peer tuition on the Jumbunna Learning Assistance Programs (e.g. Unistart, Direct Entry and 'drop-ins')
- Engage in scholarly research and tuition activities regarding the study skills, Academic Communication and/or Academic Mathematics demands of the subjects in which students are enrolled in their primary course at UTS
- Provide academic support as required, such as contributing to the development of subject specific tuition that is tailored to each student's academic needs and assisting with other administrative tasks related to academic programs
- Meet administrative requirements accurately and promptly, including but not limited to keeping records of each consultation session and including assisting with the development of databases and routine letters for students as required
- General administration tasks that provide support to other members of the team, including printing and photocopying of documents as required; establishing listservs; upload / update documents to the Unit's intranet; provided input into improving systems and processes to benefit Indigenous students.
- Attend training and development sessions and staff meetings periodically, including an induction session at the commencement of employment
- Establish and maintain collaborative and respectful working relationships with UTS: Jumbunna staff and students
- Report to the Deputy Director, Learning Development to demonstrate that the tutorial sessions are meeting the students' learning needs.

ENVIRONMENT AND POSITION CHALLENGES

The Indigenous Cadet works in a complex environment to provide drop-in and pre-scheduled tuition to Indigenous students at UTS. Tutors need to be sensitive to the issues that impact upon Indigenous students' equitable access to Higher Education. Provision of these services is subject to university funding.

Jumbunna provides a culturally safe environment for Indigenous students to study and access services targeted at their specific needs. Cadets need to work proactively to maintain a culture that is open and supportive of Indigenous students as students navigate the demands of their university studies.

The Jumbunna Direct Entry Program and Unistart Enabling Program recruit students with diverse previous learning experiences and Indigenous Cadets are expected to develop the capacity to practise pedagogical methodologies that are culturally sensitive and account for these various educational backgrounds.

Gain understanding of UTS and work Unit's policies, procedures, regulations, guidelines and organisational structure.

Keep abreast of technological changes / practices.

Maintain accuracy, efficiency, timeliness and confidentiality.

AUTHORITY TO ACT

General direction is given.

The Indigenous Cadet will be expected to act semi-autonomously within the broad guidelines set by the Deputy Director, Learning Development and with support and guidance from more senior staff. The incumbent will manage workflow of students accessing Learning Assistance and will be expected to prioritise tasks and plan workflow within their allocated hours of work.

The Indigenous Cadet has no financial delegation.

HEALTH AD SAFETY

All staff must:

- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- report all accidents, incidents and hazards to their supervisor as soon as is practicable
- follow specific health and safety procedures as directed.

RECORDS MANAGEMENT

- Create and collect records that document the incumbent's activities.
- Ensure records are captured into the official recordkeeping system.
- Manage records consistent with university procedures.

ORGANISATION CHART

See attached organisation chart that shows the relationship of the position; the position it reports to, direct reports and peers (where relevant).

UTS SELECTION CRITERIA

UTS: HUMAN RESOURCES

POSITION TITLE: Indigenous Cadet

UNIT: Indigenous Student Services, Jumbunna Institute of Indigenous Education and Research; or
UTS faculty, Division or Unit as relevant

Skills and Attributes

- Eagerness to work with Indigenous Australian students
- Flexible and understanding approach to working with students who have competing demands on their time
- Potential to develop expertise in teaching and research with an increasing degree of autonomy in the study skills, Academic Communication and/or Academic Mathematics demands of the subjects in which students are enrolled in their primary course at UTS
- Very good interpersonal, written and verbal/oral communication skills and ability to develop students' discipline-specific written and oral communication skills and/or Mathematical knowledge and skills
- Capacity to manage time and cope with multiple deadlines
- Ability to effectively liaise with diverse peoples
- Ability to establish and maintain collaborative and respectful working relationships with students and staff
- Ability to work independently with minimal supervision or as part of a team
- Problem solving skills
- Ability to adapt to changing circumstances
- High level computing skills including knowledge of the Microsoft programs.

Knowledge

- Understanding of the educational, social and economic factors that impact upon Aboriginal and Torres Strait Islander participation in Australian higher education
- Knowledge of Equity principles and their application to workplace environments.
- Understanding of administrative processes.

Qualifications

- Enrolled in honours degree **or** in final year of undergraduate study

Experience

- Experience working with Indigenous Australian people is preferred but not essential
- Experience of good client service.
- Competence in information technology.