



**THE WOMEN'S COLLEGE**

*Within the University of Sydney*

## ACADEMIC ASSISTANT

### INTRODUCTION

The Women's College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Academic Assistant (AA) program was introduced in 2014 to maximise the academic outcomes for first-year university students at College. The AA team consists of senior students who are in the third or higher year of their degree. The Academic Assistants are a key part of the student leadership team at the College, providing vital academic support to first year students as they transition from secondary education to university study. Each Academic Assistant will have responsibility for a small group of approximately 10-15 first years for whom they will provide study and organisational skills, academic care and intellectual leadership. Some of these students may be studying at universities other than the University of Sydney.

Academic Assistants report to the Vice Principal and their appointment is at the discretion of the Principal.

### THE POSITION

#### ACADEMIC ASSISTANCE AND LEADERSHIP

- Support the induction of first year students into tertiary academic life
- Identify and support the study and organisational needs of first years and other students at risk of failure, e.g.: assist students with strategies for appropriate examination preparation and improving time management skills
- Provide tutorials in subjects relating to their field of study
- Be knowledgeable and up-to-date with university academic support programs and provide information about these to students as necessary
- Assist students to navigate university and faculty structures and requirements, including offering guidance with timetable management, enrolment and support services
- Meet twice a semester in one-on-one meetings and twice in group meetings with students under their care
- Assist the Principal and Vice Principal with preparation for First Year Report Readings
- Be an exemplary academic role model for students.

## ACADEMIC CARE

- Be available on a regular basis for student consultations
- Meet with the Vice Principal on matters of student academic welfare and report to her on the progress of students
- Conduct fresher student reviews during semester one (and semester two, where relevant) and provide a short written report on each student in their care for the annual First Year Report Readings conducted by the Vice Principal and senior staff.
- Liaise with the Vice Principal regarding the provision of extra tutorials where required
- Liaise with the relevant Resident Assistants and the Dean of Students on matters of wellbeing concern which may arise.

## COLLEGE LEADERSHIP

- Take a leading role in supporting the academic life of the College, including organising faculty events and activities of the Sibyl Society, in collaboration with staff
- Attend official College functions, such as Formal Dinners, and other special events conducted during the year, e.g. Chancellor's Dinner, Valedictory Dinner, Open Day and a wide range of College co-curricular activities
- Participate in Academic Assistant and leader training sessions as well as Students' Club activities and student induction programs during Welcome Week at the start of the year
- Build community through regular and effective connection within senior leadership group
- Actively collaborate with other members of the student leadership group throughout the year, as required
- Effectively communicate College activities to ensure widespread awareness and inclusion.

## QUALIFICATIONS & EXPERIENCE

- At least two full years' experience of full-time university study
- An exemplary academic record with a minimum Distinction average or equivalent
- Strong commitment to academic and personal integrity
- Ability to deal appropriately with confidential and sensitive information
- Ability to work collaboratively and energetically within a team
- Proven excellent and adaptable communication skills
- Demonstrated leadership experience and effectiveness
- Demonstrated high level administrative and organisational skills
- Ability to liaise professionally with College staff
- Demonstrated knowledge of relevant College policies and procedures
- A significant commitment to and passion for College life and the academic program
- Previous experience as a tutor or in relevant paid employment will be viewed favourably.

## BENEFITS

- Professional development through mentorship, leadership training and broad responsibilities from the Vice Principal and senior staff
- Membership of the Sibyl Society
- Fortnightly wages during semester commensurate with anticipated workload.