We are now receiving applications for workshop demonstrators for the Skills Towards Employment Program (STEP) in the Melbourne School of Engineering, at the University of Melbourne and the Masters level subject: ENGR90021, Engineering Practice and Communication (EPC).

### STEP

STEP workshops will be covering verbal and written communication and are likely to be held in weeks 2, 3, 4, 5, 6, 8 and 9 of semester. Each workshop has a maximum of 24 students and lasts 1-2 hours.

Hours can be negotiated, but will be typically between 6-12 hours a week for the weeks when workshops are held. Marking opportunities are likely to be available late in the semester.

### EPC

EPC develops students’ skills at literature research, analysis and communication in the context of identifying, solving and reporting on an engineering-related problem. Students from all engineering disciplines complete the subject, usually in their first semester of study.

Two-hour workshops, with a maximum of 24 students, are held in each week of semester. The subject has a demanding regime of frequent assessment requiring prompt feedback to students. Effective leadership of workshops is essential for the success of the subject. There is a strong team ethos in the teaching of EPC, both to support tutors and to gain their input into the improvement of the subject.

The number of workshops undertaken by tutors can be negotiated and is dependent upon enrolments.

### Applicants

All applicants will be considered for both roles and be available to teach for both semesters in 2017.

Shortlisted candidates will be required to complete a short assessment of their communication and analytical skills as part of their interview.

Successful candidates are expected to attend tutor training. This is held immediately before or at the start of semester.

### Requirements

Applicants do not need to be engineers, or have an engineering background.

Applicants must have the following:

1. excellent communication skills;
2. good teamwork skills;
3. the ability to work independently;
4. an undergraduate degree (not necessarily an engineering degree); and
5. a postgraduate degree, be in the process of completing one or have at least two years of relevant employment experience.

The following criteria are highly desirable in applicants:

1. tertiary (university) level teaching experience;
2. formal teaching training;
3. formal communication training;
4. prior experience working with engineers and/or the Melbourne School of Engineering; and
5. a strong academic record.

Please note that Masters of Engineering by course work students are NOT eligible for this position.

How to Apply:
1. You must complete the online application form (https://www.surveymonkey.com/r/PFN78XZ).
2. You must submit a resume (max. 3 pages).
3. You must submit a copy of your academic transcript (undergraduate level).

Please send your resume and academic transcript as a single PDF to elu-info@unimelb.edu.au with “ELU Teaching Application 2017 Sem 1” as the subject.

The PDF should be no larger than 2MB.

Submissions close Wednesday January 31.
Interviews will be held early February.

If you have any questions please contact elu-info@unimelb.edu.au.