

Academic Mentor:

ENGR90033 - Internship

Semester 2, 2017

We are now receiving applications for Academic Mentors for the Masters level subject ENGR90033 Internship in the Melbourne School of Engineering, at the University of Melbourne.



The main responsibility of the Academic Mentor is to ensure the wellbeing of the student intern while in their ENGR90033 industry placement. This involves working with the industry supervisor and being engaged with the student intern. Other responsibilities include assessing the student through reports and oral presentations.

The number of students being mentored may be negotiated but 4 students would be typical. The expected time commitment is on average **half an hour** per student per week and the expected marking commitment per student being **four hours**. Academic Mentors who support 4 students will require approximately 2 hours a week and 16 hours of marking. Academic Mentors will be paid at the Other Required Academic Activity casual rate of \$47.32 an hour.

Applicants

Successful candidates are required to complete mentor training. Mentor training will be conducted over the 2 weeks prior to semester and include four, two-hour workshops. Participants will need to commit to 12 hours to study and complete a final written report. Mentor training will be paid.

Requirements

Applicants do not need to be engineers but should have a technical background.

Applicants must have the following:

1. excellent interpersonal skills;
2. the ability to work independently;
3. the ability to work in a team;
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 five years of relevant industry experience.

The following criteria are highly desirable in applicants:

1. industry experience;
2. experience in a supervisory role;
3. tertiary (university) level teaching experience;
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/ELU_17S2_ENGR90033).
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 to elu-info@unimelb.edu.au with “Teaching Application 2017S2 – ENGR90033” as the subject.

Your resume and academic transcript should be submitted as a **single PDF** and named “<Surname> - <Firstname> ENGR90033.pdf”. For example “Shen – Brice ENGR90033.pdf”.

The PDF should be no larger than 2MB.

Submissions close Wednesday June 23.

Interviews will be held early July.

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