ENGLISH CONNECT

STATEMENT OF DUTY

POSITION: GLOBAL PROFESSIONAL COMMUNICATION FACILITATOR

English Connect is looking for highly motivated and enthusiastic Monash students for the Global Professional Communication Facilitator position. The position plays a central role in delivering a variety of co-curricular English language support programs aimed at developing and providing students with cross-cultural communication skills as well as the professional English used in workplaces. The position is responsible for delivering programs focused on professional English speaking and communication skills.

Key responsibilities

1. Deliver high quality programs to students to develop professional English, including workshops related to intercultural competency as well as workplace English communication.
2. Provide high quality assistance to students to develop various linguistic and socio-cultural competences around cultural expectations at university and workplace environments.
3. Foster a safe and supportive environment for discussing issues and asking questions in a cross-cultural environment.
4. Undertake administrative tasks as required by the supervisor such as responding to emails, providing feedback on classes, adequate preparation for the delivery of classes and recording attendance.
5. Undertake any additional activities as required by the supervisor such as presentations to various groups, contributing to organisation and running of workshops and seminars or events.
6. Develop, communicate and maintain effective relationships with students and colleagues at various levels, including working as a team to deliver classes.
7. Promote a positive image of the English Connect through professional standards of workplace presentation, personal presentation and the effective completion of work tasks.

Key selection criteria

Education/Qualifications

The appointee will have:

- Current enrolment at Monash University as a postgraduate student with at least six months of completed study.
- Current Employee Working with Children Check.
- Enrolment as a Monash student until at least June 2024.
- At least six months of experience either working or volunteering in Australia.
- Currently residing in Melbourne, Australia and available for online and face-to-face classes.

Knowledge and Skills

1. Excellent English language skills, both written and verbal underpinned by a good understanding of cross-cultural communication as well as workplace English.
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2. A demonstrated understanding of second language learning concepts or experience of speaking or learning languages other than English.

3. Excellent track record of working as a team member with demonstrated teamwork skills, including giving feedback and negotiating skills.

4. Personal experience of living, studying or extensive traveling overseas, some of it in non-English speaking countries, and/or of living or studying within culturally diverse communities in Australia.

Out of hours work: some sessions will occur outside of university hours until 21:00 hrs, however, most sessions will be from 10am to 6pm.

- Work will span across Clayton, Caulfield, Parkville and Peninsula campuses as well as online.
- English Connect Facilitators will need to commit to completing compulsory training in July 2023.
- Requirement to commit to work for a minimum three hours per week during semester.

Contact person: Dr Gianluigi Rotondo, ph. 9905 5585

Casual contract from 10 July 2023 for 12 months

Hourly pay: $51.05 (HEW 5)

Hours per week: min 3h

To apply please complete the facilitator application form on the English Connect website.