ENGLISH CONNECT

STATEMENT OF DUTY

POSITION: COMMUNICATION WORKSHOP FACILITATOR

English Connect is looking for highly motivated and enthusiastic Monash students for the Communication Workshop 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, academic and public speaking 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 academic and public speaking skills, 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.

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 preferably with a distinction average.
- Current Employee Working with Children Check.
- Enrolment as a Monash student for all of 2020.
- At least six months of experience either working or volunteering in Australia.

Knowledge and Skills

1. Excellent English language skills, both written and verbal underpinned by a good understanding of cross-cultural communication, academic and public speaking as well as workplace English.
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 all onshore campuses (Clayton, Caulfield, Parkville, Peninsula)
- English Connect Facilitators will need to commit to completing compulsory training in February
- Requirement to commit to work for a minimum three hours per week during semester.

Contact person: Dr Rosalind McFarlane, ph.9902 0249, OR Dr Lucas Santos, ph. 9902 4559

Casual contract from 1 February 2020 for 12 months

Hourly pay: $44.43 (HEW 5)

Hours per week: min 3h

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

Applications close on Sunday 20 October at 5pm Melbourne time.
Please note: the office is attended Monday to Friday. Any questions about the position need to be submitted during the week in order for you to receive a reply by the deadline.