

## STATEMENT OF DUTY

**POSITION: ACADEMIC ENGLISH: WRITING PROGRAMS FACILITATOR**

English Connect is looking for enthusiastic and interested candidates for the Academic English: Writing Programs Facilitator position. English Connect runs two academic English programs: Peer Support and Polish Up Your Grammar workshops. The position plays a central role in delivering a variety of co-curricular English language support programs aimed at developing and providing students with grammar and language skills necessary for academic study. The position is responsible for individual or group consultation with students in a semi-structured way, to include academic English as well as delivering grammar focused workshops.

**Key responsibilities**

1. Deliver high quality grammar based peer programs to students to develop academic English language skills.
2. Provide consistent peer assistance to students to develop various linguistic and socio-cultural competences.
3. Assist with developing and delivering high quality peer learning grammar workshops, development of Moodle content and other grammar resources.
4. Foster a safe and supportive environment for discussing issues and asking questions.
5. Undertake administrative tasks as required by the supervisor such as maintaining and updating student records, evidence of students' on-the-spot feedback, students' attendance and issues discussed.
6. Undertake any additional activities as required by the supervisor such as presentations to various groups, contributing to organisation and running of workshops and seminars.
7. Develop, communicate and maintain effective relationships with students and colleagues at various levels, including working as a team to deliver workshops and one on one consultations.
8. Promote a positive image of the English language support program 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 as a postgraduate student with at least 6 months of completed study preferably with a distinction average in the fields of linguistics, TESOL, education or language teaching
- current Employee Working with Children Check.
- enrolment as a Monash student for all of 2019.

**Knowledge and Skills**

1. Excellent English language skills, both written and verbal underpinned by a good understanding of grammar, academic writing, and conventions of English communication skills.
2. Strong interpersonal skills, demonstrated the ability to communicate effectively, confidently, and clearly in English.
3. A demonstrated understanding of second language learning concepts and/or experience of learning languages other than English.
4. Demonstrated skills, knowledge and experience of either:
  - a. Facilitating academic English (one on one consultations)
  - b. Delivering interactive and engaging language workshops to adult learners
5. Strong cross-cultural communication skills, including deep understanding of various religious and cultural practices.
6. Ability to work as an effective member of a team as well as independently under general supervision.
  - Out of hours work: some sessions will occur outside of university hours till 21:00 hrs, however, most sessions will be from 10 am to 6 pm.
  - Work will span across all onshore campuses (Clayton, Caulfield, Parkville, Peninsula)
  - English Connect Facilitators will need to commit to completing compulsory training in February 2019.
  - Requirement to commit to work for a minimum three hours per week during semester.

**Contact person:** Lucas Santos, ph. 9902 4559

Casual contract from 1 February 2019 for 12 months

Hourly pay: \$40.07

Hours per week: min 3h

Please submit your application via our email address: [english.connect@monash.edu](mailto:english.connect@monash.edu) remembering the following:

- The subject of your email must be the position you are applying for, e.g. Let's Chat Facilitator Position.
- You must include all the required documents listed in the statement of duty for your application to be considered.

The required documents are:

1. Resume
2. Statement of why would you like to work with English Connect (up to 500 words)
3. Addressed selection criteria (up to 1000 words in total, please use STAR model)

**Applications close on Friday 5 October 2018 at 5pm Melbourne time.**