



LEARNING ADVISER

DEPARTMENT/UNIT	Office of the Pro-Vice Chancellor (Indonesia)
FACULTY/DIVISION	Office of the Pro-Vice Chancellor (Indonesia)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Monash Indonesia

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

In establishing the Monash Indonesia campus the University is continuing its commitment to being a truly global university. This new Monash campus joins a dynamic network alongside the highly successful Monash University Malaysia, as well as our partnered campuses in Suzhou and Mumbai.

The campus will make a strong and distinctive contribution to Indonesia's social, economic and technological development. Through the establishment of this campus Monash is cementing its position as a truly global university. Monash is committed to making a global impact and this requires a global outlook. Indonesia is a key partner for Australia and the University, and we're committed to building important and lasting relationships.

The establishment of a local Monash campus will build and strengthen existing ties between Australia and Indonesia, and provide access to exceptional students, staff, research collaborations, industry engagement and alumni. We will pave new pathways for students who desire a global education and be awarded at the conclusion of their studies with a world-class Monash University degree.

POSITION PURPOSE

The Learning Adviser is responsible for the delivery of learning and language programs and services that support students' academic success within Monash Indonesia. The position works closely with the Monash Learning and Teaching unit to develop high quality and responsive learning materials and programs to support students' learning skills, course performance, progress and completion. The Learning Adviser works responsively with students to support their academic English language and learning and reach out to students who need support. They will use a range of data to drive the support and analyse its impact.

Reporting Line: The position reports directly to the Chief Operations Officer, Monash Indonesia and works closely with Student Academic Success in the Portfolio of the Deputy Vice Chancellor (Education)

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Work constructively in a motivated and efficient team, with a focus on Learning Advising excellence to support students' academic success, progress and retention.
2. Implement a best practice model of Learning Advising across Monash Indonesia, ensuring the model is relational, accessible, inclusive, intentional and proactive
3. Provide specialist advice, insight and guidance to a caseload of students on a comprehensive range of learning and academic skills ensuring timely and proactive expertise
4. Conceptualise, design and develop educational programs with targeted content aimed at students to develop academic English and academic skills
5. Look for opportunities to implement new approaches to learning and language development, contribute to exploring best practices of post-entry university English language proficiency development and implement continuous improvement initiatives
6. Contribute to the development of online learning resources that support students' academic success
7. Consult with Faculty and campus stakeholders, as directed, to support the integration of students' learning skills in courses
8. Share information and advice on students' learning skills with staff involved in teaching
9. Work collaboratively with other portfolios and Faculty stakeholders at Monash Indonesia and Monash University Australia to plan and deliver strategic projects or priorities
10. Other duties as directed from time to time including contributing to relevant projects and the delivery of English language support programs as needed

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - a degree qualification in a relevant field (e.g. education, learning and teaching, TESOL, applied linguistics), with extensive relevant experience; or
 - experience and expertise in tertiary teaching or similar relevant field; or
 - an equivalent combination of extensive relevant experience and expertise, and education or training.

Knowledge and Skills

2. Demonstrated experience and high level capabilities in learning and academic skill development or in the field of second language acquisition and learning,
3. Demonstrated knowledge of current learning and academic skills theory and practice in the higher education environment. Knowledge and/or experience of a relevant subject or discipline area may be an advantage.
4. Demonstrated knowledge and experience of educational design for specific pedagogical outcomes in post-entry English language proficiency development in a tertiary setting
5. Demonstrated experience in creating and maintaining effective working relationships with key stakeholders to achieve organisational goals, with a strong student-centred orientation

6. Highly developed planning and organisational skills, with the ability to set priorities, work independently, meet deadlines and thrive in a complex and changing environment.
7. Demonstrated capacity to engage with and use new technologies for digital learning and teaching, use of learning management systems and data management systems.
8. Demonstrated experience in contributing to projects, and/or working groups.
9. Excellent interpersonal and communication skills with the ability to liaise, advise and negotiate and prepare and deliver professional presentations and documentation for various audiences.
10. Demonstrated ability to collaborate and work effectively as a member or leader of a team.

OTHER JOB RELATED INFORMATION

- Willing to travel as required
- Non-standard working hours may be required from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position may require a successful National Police Record check
- This position will require a successful Medical check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.