

<b>Position Title</b>	Tutoring for Success Program (TSP) Officer
<b>Group/Portfolio</b>	GUMURRII Student Success Unit
<b>Classification</b>	HEW 6
<b>Position Number</b>	00061461
<b>Reports To</b>	Tutoring for Success Program Coordinator
<b>Employment Type</b>	Continuing contingent

## 1.0 Position Purpose

GUMURRII exists to ensure Griffith University's Aboriginal and Torres Strait Islander student success. With learning centres and staff based on all five campuses, GUMURRII supports one of the largest cohorts of First Peoples students at an Australian University.

As a dedicated student success unit for Aboriginal and/or Torres Strait Islander students, GUMURRII adopts a strengths-based approach to student outreach, engagement and support. Critical to the support of the students is the Tutoring for Success Program (TSP). TSP is a supplementary academic tutorial initiative, established to enhance First Peoples students' experience and success at university.

As part of the Tutoring for Success Program team, the TSP Officer is responsible for the recruitment, engagement, and management of students in the Tutoring for Success Program. The position will work closely with Student Success Officers and Coordinators within the GUMURRII SSU in facilitating the registrations of students into the program, and will work with the TSP/Data Coordinator and TSP/Academic Programs Coordinator in monitoring and improving the success of students accessing the tutoring service.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- To perform this role, it is essential that the person who holds the position be an Aboriginal and/or Torres Strait Islander person. It is therefore a genuine occupational requirement, under section 25 of the Anti-Discrimination Act 1991, that applicants are Aboriginal and/or Torres Strait Islander Peoples.
- The occupant will maintain a valid Blue Card (QLD).

### 3.0 Key Responsibilities

- Work collaboratively with the GUMURRII Student Success team to provide advice and facilitate the recruitment of First Peoples students into the Tutoring for Success Program.
- Coordinate the sign-on process for commencing and continuing students signing up to the Tutoring for Success Program, including but not limited to administrative tasks, conducting student assessments through an interview/meeting process, and providing recommendations to the TSP Coordinators.
- Assist in the development and implementation of policies, procedures, and practices to ensure the provision of timely, accurate and high-quality tutoring services and support.
- Provide high quality input, guidance and advice relating to the Tutoring for Success Program to the Tutoring for Success Coordinators, Senior Manager and other senior staff within the GUMURRII Student Success Unit to ensure program effectiveness and enhance the First Peoples Student experience.
- Undertake frontline engagement and support with all First Peoples students at all levels of study to assess and identify individual learning needs, proactively engage in and promote GUMURRII services, and facilitate access to University wide services and support.
- Other duties as directed by your supervisor and commensurate with the Tutoring for Success Program Officers role and level.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).