

POSITION DESCRIPTION



Learning Advisor, MESH



POSITION DETAILS

Position Title	Learning Advisor, MESH
Classification	Level 7
Position Number (PEN)	7006706 (PS), 7006707 (PS), 7007378(CAM), 7009377 (PEN), 7013661
School/Office	Library
Division	Division of Education and Students

POSITION PURPOSE

The Learning Advisors, MESH are mathematics, statistics and numeracy education experts who work with staff and students to achieve mathematical success. The position requires skills in identifying strategies for improving curriculum and assessment and delivery to support the Mathematical literacy needs of students.

The position involves dynamic teaching approaches, a consultative approach to working with teaching staff on curriculum design, providing advice and assistance with numeracy initiatives in Schools and liaison with relevant University entities as required.

KEY ACCOUNTABILITIES

1. **Deliver** in-person and online MESH workshops including MESH transition programs and support workshops
2. **Provide** expert mathematical advice for students on study-related numeracy issues.
3. **Identify** strategies for improving curriculum and assessment to support mathematical literacy needs.
4. **Consult** with teaching staff on curriculum design in maths, numeracy and stats disciplines.
5. **Provide** advice and assistance with numeracy initiatives in Schools.
6. **Develop, maintain and disseminate** online resources for numeracy and statistical support.
7. **Provide** advice to the MESH Manager on best practices in mathematics, statistics, and numeracy support strategies in curricula and learning experiences.
8. **Use** retention and other key data to analyse retention issues and provide advice about appropriate strategies and supports.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **A Bachelor's Degree qualification or equivalent in a relevant field**, such as mathematics or numeracy education with substantial maths teaching experience.
2. **Demonstrated capacity to design, organise and teach academic mathematics, statistics and numeracy workshops** and to develop and implement resources for face to face and/or online delivery.
3. **Evidence of capacity to support a variety of mathematics and statistics subjects** at different levels.
4. **Evidence of capacity to work collaboratively with academic staff** across a range of disciplines to bring about improved learning outcomes for students in individual units or courses.
5. **Demonstrated familiarity with effective teaching resources and strategies** for facilitating mathematical, statistical and numeracy success in students from diverse socio-cultural and language backgrounds.
6. **Ability and willingness to travel to other campuses** as required is an inherent part of this role.

KEY RELATIONSHIPS

- **This position reports to:** MESH Manager
- **This position supervises:** No supervisory responsibilities
- **Key internal relationships:**
 - Other MESH Advisors
 - Students
 - Academic staff in Maths disciplines
 - Library colleagues in the Student Skills and Engagement Team

CHALLENGES

- Working on a variety of strategies and methodologies to support students' mathematical abilities while also partnering with academic staff to work on maths and stats issues within the curriculum.
- Being a capable and approachable teacher, while also developing content for vUWS sites and implementing diagnostic testing
- Working within the context of 'Maths anxiety' and understanding students' well-being within this context

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity
- As the Library operates on multiple campuses is an expectation of the role that it may be required to travel to and work from any campus library subject to appropriate notification.

Approved by:

Date: