



## ACADEMIC ASSISTANT

### INTRODUCTION

The Women's College is the leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Academic Assistant (AA) program was introduced in 2014 to maximise the academic outcomes for first-year university students at College. It is staffed by the Academic Assistant team which is part of the College's student leadership team, and aims to:

- Promote the welfare of the students of the College
- Uphold the values of the College in alignment with the College's purpose to inspire, connect and empower women.
- Provide an inclusive College environment that champions community, cultural, sporting and social endeavours.

The Academic Assistant team strives to:

- Effect good self-governance outcomes, while adhering to the policies and compliance requirements of the College
- Consider the environmental and sustainability impact of all proposed events and activities
- Understand how their activities contribute to the goals of diversity, inclusion and positive College culture.

### LEADERSHIP EXPECTATIONS

- Demonstrate and role-model a positive approach to the College's values, policies and strategy
- Passion for the advancement of Women's College and its students
- Outstanding integrity and advanced understanding of the concept of confidentiality when dealing with sensitive information
- Understand the importance of reputation management and support the College's practices and policies

- Work collaboratively with College's senior leadership group (House Committee, Academic Assistant team, Resident Assistant and SRA team), building community within the group
- It is essential to be fully available and present during the annual Leaders' Training Week, Welcome Week and any other special leadership and professional development activities
- Be in good academic and financial standing with the College.

## THE POSITION

The AA team consists of senior students who are in the third or higher year of their degree and provide vital academic support to first year students as they transition from secondary education to university study. Each Academic Assistant will have responsibility for a small group of approximately 10-15 first year students for whom they will provide study and organisational skills, academic care and intellectual leadership. Some of these students may be studying at universities other than the University of Sydney.

Academic Assistants apply for positions each year and are interviewed and appointed by staff. Academic Assistants report to the Vice Principal and their appointment is at the discretion of the Principal.

## ACADEMIC ASSISTANCE AND LEADERSHIP

- Support the induction of first year students into tertiary academic life and be available on a regular basis for student consultations
- Meet twice a semester in one-on-one meetings and twice in group meetings with students under their care
- Identify and support the study and organisational needs of first years and other students at risk of failure, e.g. assist students with strategies for appropriate examination preparation and improving time management skills
- Provide tutorials in subjects relating to their field of study
- Be knowledgeable and up-to-date with university academic support programs and provide information about these to students as necessary
- Assist students to navigate university and faculty structures and requirements, including offering guidance with timetable management, enrolment and support services
- Assist the Vice Principal and Graduate Fellow with preparation for First Year Report Readings including by providing a short, written report on each student in their care each semester
- Meet with the Vice Principal on matters of student academic welfare and report to her on the progress of students
- Liaise with the Vice Principal regarding the provision of extra tutorials where required
- Liaise with the relevant Resident Assistants and the Dean of Students on matters of wellbeing concern which may arise.

## COLLEGE LEADERSHIP

- Take a leading role in supporting the academic life of the College, including organising faculty events and activities of the Sibyl Society, in collaboration with staff
- Attend official College functions, such as Formal Dinners, and other special events conducted during the year, e.g. Chancellor's Dinner, Valedictory Dinner, Open Day and a wide range of College co-curricular activities
- Participate in Academic Assistant and leader training sessions as well as College activities during Welcome Week
- Build community through regular and effective connection within the senior leadership group
- Actively collaborate with other members of the student leadership group throughout the year, as required
- Actively engage in the co-curricular program at the College, or be an enthusiastic spectator at Rosebowl and Palladian events, etc., and participate in other Students' Club activities
- Effectively communicate College activities to ensure widespread awareness and inclusion, including but not limited to: all social media channels, push notifications through sub-chat groups (e.g. RA wing chat groups, rep chat groups, Spirit and Community convenors, etc.), digital screens, posters/banners/flyers, formal dinner announcements, etc.
- Familiarity with College handbook and policies, including university- and college-based support services and how to access them
- Contribute to the preparation of detailed handover notes for the incoming position holders in the following year.

## QUALIFICATIONS & EXPERIENCE

- A significant commitment to and passion for College life and the academic program
- At least two full years' experience of full-time university study
- An exemplary academic record with a minimum Distinction average or equivalent
- Strong commitment to academic and personal integrity
- Ability to deal appropriately with confidential and sensitive information
- Ability to work collaboratively and energetically within a team
- Proven excellent and adaptable communication skills
- Demonstrated leadership experience and effectiveness
- Demonstrated high level administrative and organisational skills
- Ability to liaise professionally with College staff
- Demonstrated knowledge of relevant College policies and procedures

## BENEFITS

- Professional development through mentorship, leadership training and broad responsibilities from the Vice Principal and senior staff
- Provided with first aid, mental health first aid, CPR and RSA training
- Membership of the Sibyl Society
- Fortnightly wages during semester commensurate with anticipated workload.