



POSITION DESCRIPTION

Position Title:	Learning Adviser
Employer:	UQ College (UQC)
Reference Number:	UQCHR072025
Type of Employment:	2 Year Fixed-Term, Full-Time
Remuneration:	\$97,439.13 + superannuation

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer, and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff, and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton, and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to English language Programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs.

DUTY STATEMENT

Primary purpose of position

To develop and guide students to optimise their academic language and learning experiences during their studies, both directly and through assisting other UQ College teaching staff.

The Learning Adviser will work closely with other key stakeholders including UQ Student Welfare Advisers, UQ College Student Services, the Faculties, the Library, and the Institute for Teaching and Learning Innovation (ITaLI).

Duties:

Duties and responsibilities include, but are not limited to:

- Delivering one-to-one consultations and preparing and presenting workshops to enable university pathway and TESOL students to develop as independent learners and researchers and support their academic language and learning development needs.
- Aiding retention by developing and providing support strategies for all students transitioning to university degrees, particularly for those who are at risk academically.
- Assisting with the identification and support of students who have not made satisfactory academic progress or are 'at risk' based on end of session/term student assessment and teacher feedback.
- Providing advice to UQ College staff about student learning requirements, particularly those students with specific provisions or support needs.
- Conducting evaluation and providing feedback to UQ College Management on the effectiveness of the learning assistance and advice provision.
- Promotion of the UQC Learning Centre as a learning hub for UQC students for self-directed learning and learning support activities.
- Working collaboratively with UQ College staff, UQ Learning Advisers, the Faculties, the University Library and ITaLI to integrate complementary learning services.
- Undertaking other duties as reasonably directed by UQC Managers.

Other

Comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQ College and the University's Code of Conduct.

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University
- A valid Blue Card – Queensland's Working with Children Check, or an approved exemption is required as a condition of accepting an appointment to this position. Failure to provide evidence of meeting this requirement will result in withdrawal of a contract offer
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2018 and associated legislation, and related [responsibilities and procedures](#) developed by the University
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

Reporting Relationships

The position reports to the relevant Senior Manager or otherwise as advised.

SELECTION CRITERIA

Essential

1. A degree in a relevant discipline e.g., education, educational psychology or TESOL qualifications, with at least five years' subsequent teaching experience or an equivalent combination of relevant experience and/or education/training.
2. High level interpersonal and academic oral and written communication skills including the ability to maintain tact, discretion and confidentiality
3. A strong understanding of the academic language and learning needs of students on a pathway to university study
4. Knowledge of issues that can impact on learning outcomes faced by different cohorts of students, including domestic and international students as well as those transitioning from secondary school study and/or work to university
5. Proven ability to develop and present information and strategies to support students' academic writing and learning and to assist students to remain actively and productively engaged with their studies

Desirable

6. General knowledge of the Australian higher education sector and its current issues
7. Practical experience in advising students in one-on-one consultations, preferably in a tertiary education environment
8. Experience developing and delivering lectures and workshops to university students
9. Experience working with students with recognised learning difficulties
10. Experience working with international students on English language pathways

Further information

For further details please contact: hr@uqcollege.uq.edu.au