

Position Description



Indigenous Peer Assisted Learning Advisor

Position Number	Various
Campus Location	Townsville, Cairns, Thursday Island, Mackay, Mount Isa, Maryborough, Yarrabah, Mossman, Mareeba, Rockhampton and Ravenshoe
Hourly Rate	Individual Session - \$43.63 Group Session - \$51.91 <i>These are the applicable rates identified for learning support activities within the budget provided from the Department of Prime Minister & Cabinet for the Indigenous Education & Research Centre</i>
Hours per Week	Various
Nature of Employment	Casual Academic
Reports To	Indigenous Academic Support Advisor
Supervisor Position Number	Various
Number of positions supervised	Nil
Date Last Reviewed	April 2019

Position Overview

The Australian Government's Department of the Prime Minister and Cabinet provides funding to the Indigenous Education and Research Centre to enable Indigenous students studying at James Cook University to receive peer assisted learning through the Indigenous Student Success (Higher Education) Program. This program aims to improve academic outcomes for Indigenous students by providing peer assistance in addition to the usual teaching and learning of each JCU subject.

The Indigenous Peer Assisted Learning (IPAL) Advisor within this program offers one-to-one, group, and/or in-house assistance with academic skills to assist Indigenous students to understand subject content, demonstrate learning through assessment, and develop autonomous learning habits. IPAL Advisors receive general direction and training and report to Indigenous Academic Support (IAS) Advisors on a regular basis.

The Indigenous Education and Research Centre coordinates the Peer Assisted Learning Program for Australian Aboriginal and Torres Strait Islander JCU students in Townsville, Cairns, Mackay, Mt Isa, Thursday Island and those studying externally/remotely.

Office of the Provost

The Provost has responsibility for the Academic Divisions, the Division of Student Life, the Division of Research and Innovation, and Aboriginal and Torres Strait Islander affairs at the executive level. The Provost is the standing deputy to the Vice Chancellor. As the senior officer in the Division of Research and Innovation, the Provost is responsible for developing and implementing research policy and providing leadership in research. This involves promoting collaboration with Government, industry, publicly funded research agencies and universities.

Indigenous Education & Research Centre

In collaboration with the University's divisions, colleges and directorates the Indigenous Education & Research Centre will provide a whole of university approach to our engagement with Australian Aboriginal and Torres Strait Islander students, staff and communities.

The Centre will provide leadership and co-ordination around student support, employment opportunities, curriculum and research relating to Australian Aboriginal and Torres Strait Islander people and community events. It will also be a place where Australian Aboriginal and Torres Strait Islander students, staff and community feel safe and respected.

A core pillar of the Centre's work will be the development of an integrated framework to support Australian Aboriginal and Torres Strait Islander students by raising their aspiration to attend university, developing pathways and transition to university, supporting them through their course of study assisting with career planning upon graduation and maintaining contact with alumni. Through this approach, we aim to improve access, participation and success for Australian Aboriginal and Torres Strait Islander students and bring about enduring benefits to their communities.

While the initial focus of the Centre is to consolidate and develop our strengths in Australian Aboriginal and Torres Strait Islander learning, teaching and research within the northern Queensland region, our ambition is to extend the scope and reach to include comparative international studies, with a focus on Indigenous people in the tropics.

Organisational Charts

[James Cook University](#)

Office of the Provost

Indigenous Education & Research Centre

Principal Accountabilities

1. Provide Indigenous students with one-to-one, group, and/or in-house assistance with academic skills to understand subject content, demonstrate learning through assessment, and develop autonomous learning habits, under the guidance of the IAS Advisors.
2. Understand and keep abreast of changes to all aspects of LearnJCU and relevant associated documents i.e. subject outlines, assessment requirements and study plans.
3. Identify and report potential issues, which may arise during the student support sessions to inform early intervention strategies where necessary.
4. Compulsory submission of a student Progress Report and Assessment Task via the Centre's online Case Management platform immediately following each student session, to enable the Centre to obtain feedback and effect change. A timesheet must also be submitted immediately after the completion of each student session.
5. Attend required IPAL Advisor training program and other relevant training as identified.
6. Contribute to establishing and maintaining a culturally safe and healthy workplace.
7. Support the University's commitment to the principles of [reconciliation](#), which exemplify respect for Australian Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians.
8. Demonstrate a commitment to the University values.
9. Support the principles of the TropEco program and engage in commitment to JCU sustainability goals and objectives.

Generic Accountabilities

There are generic responsibilities that apply to all James Cook University staff.

1. The **Indigenous Peer Assisted Learning Advisor** is required to observe the lawful and reasonable directions, policies and decisions of the University Council, understand and comply with the Enterprise Agreement, the Statutes and Rules of the University, the policies and decisions of the University Council and other appropriate University authorities, as in force from time to time.
2. The **Indigenous Peer Assisted Learning Advisor** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with James Cook University WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **Indigenous Peer Assisted Learning Advisor** is required to exercise proper discretion in all matters affecting the well-being of the University, which involve public writing or speaking in accordance with the University's [Code of Conduct](#).

Special Conditions

- It is a requirement of this position to hold a current Queensland Working with Children Blue Card

Selection Criteria

1. Completion of degree; or at least two years ahead of assigned student(s); and a minimum grade point average (GPA) of 5.0.
2. Demonstrated interpersonal communication and negotiation skills applied to working with Aboriginal and Torres Strait Islander peoples on matters relevant to Aboriginal and Torres Strait Islander students undertaking higher education.
3. High level of skill and demonstrated ability to navigate all aspects of LearnJCU and relevant associated documents such as subject outlines.
4. Demonstrated high-level skill in understanding assessment requirements and planning study loads.
5. Ability to work independently and effectively to assist the allocated students' learning.
6. Ability to actively participate in and contribute to establishing and maintaining a culturally safe and healthy workplace.