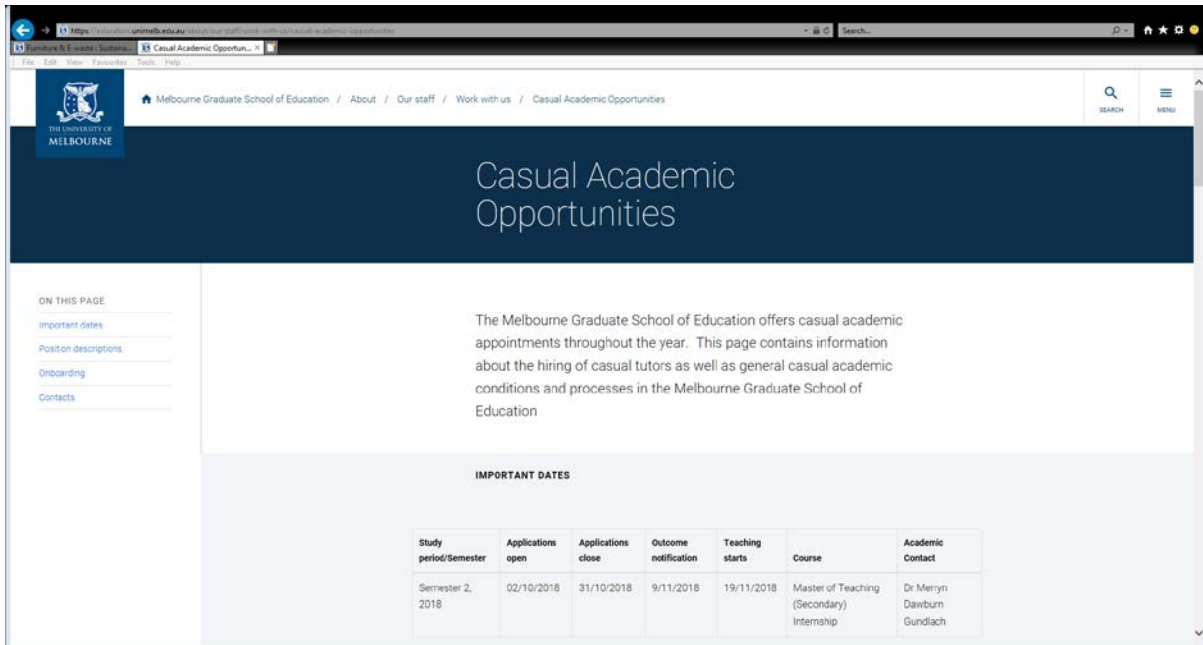
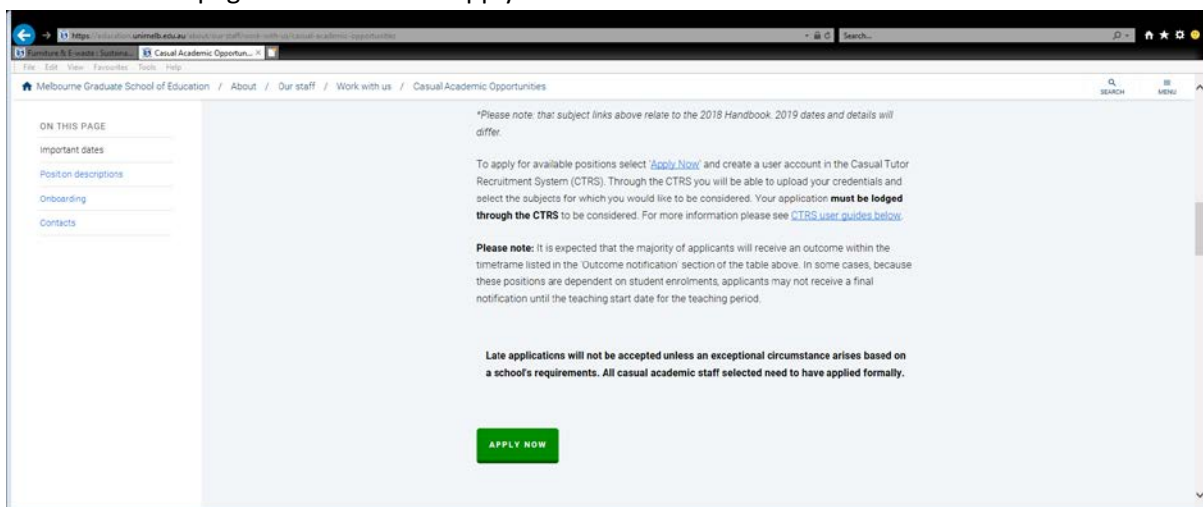


Lodging an Application for a Casual Academic Role

Go to the Melbourne Graduate School of Education casual academic staff recruitment page at <https://education.unimelb.edu.au/about/our-staff/work-with-us/casual-academic-opportunities>



Scroll down the page and select the "Apply Now" button



Login to the CTRS using the account details that you were provided with when you created your account. If you can't remember your password just select the appropriate forgot password link to have your password emailed to you.

The Casual Tutor Recruitment System (CTRS) is used to recruit tutors by Faculty of Business and Economics (FBE), Faculty of Arts (Arts), Faculty of Architecture, Building and Planning (ABP), School of Chemistry (Chemistry), School of Chemistry (Math and Stats), Melbourne Graduate School of Education (MGSE). It also allows you to access your timetable and class lists once you are employed.

To log into this system, you need to have a CTRS user account. If you do not have one, please click here to [create a CTRS user account](#).

New tutors: Do not use your university staff email to create another CTRS account; you will have the option to link your staff account with the CTRS when you login with your CTRS account credentials. If you have forgotten your CTRS account details, click here to retrieve them.

Please note: If you have not linked the CTRS to your staff account, please use CTRS username to login.

Login type: [Please select]

Username:

Password: (case-sensitive)

[Click here to retrieve your CTRS user account details.](#)

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The areas that are currently advertising positions in the CTRS will be displayed according to the semester the work will take place. If you can't see the School that you are interested in applying for, it means that there are no positions currently available. Several Faculties within the University use the CTRS system.

Select your preferences for the subjects that you are interested in teaching in (please note that some school's limit the number of subjects you can apply for) and then click the "Next" button.

CTRS - Casual Tutor Recruitment System

Logged in as: Education HR | LOGOUT

Home > Subject Preference Selection (Page 1)

Subject Preference Selection

SEMESTER 2, 2018 - MELBOURNE GRADUATE SCHOOL OF EDUCATION

Select your subject preferences for Semester 2, 2018

Preference 1: Select a Subject

Preference 2: Select a Subject

Preference 3: Select a Subject

Preference 4: Select a Subject

Preference 5: Select a Subject

Preference 6: Select a Subject

Preference 7: Select a Subject

Preference 8: Select a Subject

Preference 9: Select a Subject

Preference 10: Select a Subject

Cancel Next

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Answer the questions before pressing the "Next" button. If there are any questions that specifically apply to the subjects you are applying for, they will also be listed here.

CTRS - Casual Tutor Recruitment System

Logged in as: Education HR | LOGOUT

Home > Subject Preference Selection (Page 2)

Subject Preference Selection

SEMESTER 2, 2018 - MELBOURNE GRADUATE SCHOOL OF EDUCATION

Please answer the questions below.

A Clinical Teaching Specialist is responsible for the supervision of Teacher Candidates undertaking Clinical Teaching Practice subject's in schools. Do you wish to apply for a Clinical Teaching Specialist role? If yes, provide details. If not, please enter No.

Do you have a minimum of an Masters degree in a discipline relevant to the subject(s) you are applying for?

Yes No

Do you have prior experience teaching in Australian schools? If so, provide details such as the school, disciplines and year level. If not, please enter No.

Do you currently have VET registration? If yes, please include a copy in your CV.

Yes No

Indicate your availability to take tutorial classes over the semester. Select the “Next” button once this has been completed.

CTRS - Casual Tutor Recruitment System | Logged in as: Education HR | LOGOUT

100% - Subject Preference Selection (Page 3)

Subject Preference Selection

SEMESTER 2, 2018 - MELBOURNE GRADUATE SCHOOL OF EDUCATION

Click on the Calendar to highlight one or more times for your availability. Highlighted periods indicate times that you are available to work over Semester 2, 2018. Many tutorials begin and end 15 minutes past the hour. For any times that you select, it will be assumed that you can work up to 15 minutes past the hour. For example, if you select 2 PM-3 PM, it's possible you'll be assigned a tutorial that begins at 2:15 PM and ends at 3:15 PM.

Note: Please provide your weekend availability if the subject(s) you are applying to teach have weekend classes.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Time
8am - 9am	All as 1st Cancel	All as 1st Cancel	All as 1st Cancel	All as 1st Cancel	All as 1st Cancel	All as 1st Cancel	All as 1st Cancel	8am - 9am
9am - 10am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	9am - 10am
10am - 11am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	10am - 11am
11am - 12pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	11am - 12pm
12pm - 1pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	12pm - 1pm
1pm - 2pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	1pm - 2pm
2pm - 3pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	2pm - 3pm
3pm - 4pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	3pm - 4pm
4pm - 5pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	4pm - 5pm
5pm - 6pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	5pm - 6pm

Review your responses and if everything is OK press “Save” to submit your application. Please ensure that your profile and CV in the CTRS system is up to date prior to submitting your application. Instructions regarding how to do this are available from the Updating your Profile and CV reference guide.

Department Questions

A Clinical Teaching Specialist is responsible for the supervision of Teacher Candidates undertaking Clinical Teaching Practice subject/s in schools. Do you wish to apply for a Clinical Teaching Specialist role? If yes, provide details. If not, please enter No. testing

Do you have a minimum of an Masters degree in a discipline relevant to the subject(s) you are applying for? Yes

Do you have prior experience teaching in Australian schools? If so, provide details such as the school, disciplines and year level. If not, please enter No. testing

Do you currently have VET registration? If yes, please include a copy in your CV. Yes

Do you have prior teaching experience at the tertiary level? If yes, provide details such as the institution, prior subjects taught, subject coordinator name and any student experience scores you have available. If not, please enter No. testing

List any relevant experience which demonstrates your knowledge and understanding of the subject-matter. testing

Provide a brief example demonstrating your communication and presentation skills. testing

Provide a brief example demonstrating your ability to manage and facilitate informed group discussion and debate relating to weekly readings. testing

Provide a brief example demonstrating your organisational skills, ability to manage your time effectively, and administer multiple tasks simultaneously. testing

Your Availability

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am - 9am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
9am - 10am	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
10am - 11am	1st Preference	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
11am - 12pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
12pm - 1pm	Not Available	2nd Preference	Not Available	3rd Preference	Not Available	Not Available	Not Available
1pm - 2pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
2pm - 3pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
3pm - 4pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
4pm - 5pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
5pm - 6pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
6pm - 7pm	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available