



Application for Part-time Tutoring Accounting and Finance, First Semester 2010

Name: _____

Student Number (if applicable): _____

Address: _____

Contact Numbers: _____

Email Address: _____

Academic Qualifications: _____

2010 enrolment (if applicable): _____

Subjects	Mark	Subjects	Mark
Accounting Information Systems (ACCT2242)		Financial Statement Analysis (FINA2202)	
Applied Financial Management (FINA3326)		Introduction to Finance (FINA2221)	
Auditing (ACCT3322)		Investment Analysis (FINA3324)	
Banking : Theory & Practice (FINA3304)		Management Accounting (ACCT1112)	
Business Analysis & Valuation (FINA2207)		Management Accounting (ACCT2203)	
Corporate Accounting (ACCT2201)		Performance Measurement & Evaluation (ACCT2206)	
Corporate Financial Policy (FINA2222)		Quantitative Methods for Finance (FINA2205)	
Derivatives: Investment strategies (FINA3306)		Strategic Management Accounting (ACCT3323)	
Derivatives: Markets & Products (FINA2204)		Taxation (ACCT3331)	
Financial Accounting Theory & Practice (ACCT3321)		Trading Securities Markets (FINA3307)	
Financial Accounting (ACCT1101)		Financial Planning (FINA2209)	

Prior tutoring experience (please list subjects & years):

Subject	Years

Applications MUST include the following:

- (1) Completed application form.
- (2) An **up to date curriculum vitae** containing at least the following: all tertiary qualifications detailing the degree, the year of completion and institution, any employment history over the last five years; any published research; and academic record of all course work degrees.
- (3) A statement addressing the selection criteria below.

SELECTION CRITERIA for part-time tutors

Qualifications

Must have completed a Bachelors degree in Commerce, majoring in accounting and/or finance, with acceptable grades. Preference will be given to students enrolled in the honours or higher degree programs in accounting and/or finance.

Teaching

Demonstrated ability and willingness to deliver tutorials and/or workshops. A commitment to high quality teaching. Willingness to assist lecturers and administrative staff as required.

Responsibilities of part-time tutors

Part-time tutors are required to:

1. take an allocated number of tutorials per week within a semester;
2. be available for student consultation for the allocated number of hours per week during semester or as required by the Lecturer in Charge;
3. be available to help supervise any mid-semester examination in their allocated unit;
4. share a reasonable proportion of the assessment for the unit, which may include examination marking during your own examination period.

Details of class and consultation hours are detailed in the initial offer letter from the Head of Discipline.

Applications should be sent to:

**Ms Diana Djohan
Administrative Officer
UWA Business School (M250)
The University of Western Australia
35 Stirling Highway
Crawley
Western Australia 6009**

Applications Close 15th November 2009