Our History Internship:
University of Melbourne 160th Anniversary
UNDERGRADUATE & GRADUATE STUDENT APPLICATIONS ONLY

CLASSIFICATION
HEW2 / HEW3
Subject to individual’s qualifications and experience

SALARY
$30.16 / $31.55 per hour

SUPERANNUATION
Employer contribution of 9.25%

EMPLOYMENT TYPE
Casual employment available for six months

OTHER BENEFITS
www.hr.unimelb.edu.au/careers/benefits

CURRENT OCCUPANT
New

HOW TO APPLY
Expression of interest and CV to be forwarded to Dr James Waghrone at jwag@unimelb.edu.au

CLOSING DATE
16 August 2013, 5.00pm

CONTACT FOR ENQUIRIES ONLY
Dr James Waghrone
Tel +61 3 8344 4154
Email jwag@unimelb.edu.au

For information about working for the University of Melbourne, visit our websites:
www.hr.unimelb.edu.au/careers
www.hr.unimelb.edu.au/careers/working-at-melb
Position Summary

The University of Melbourne is to celebrate the 160th anniversary of its establishment at an event on 10 December 2013 for all staff in the University Hall. As part of this celebration, a number of historical panels shall be developed tracing the origins and development of the faculties and schools, and other significant themes. These panels shall be displayed at this event and then subsequently installed in appropriate locations across the campus.

The intern shall produce concise accounts tracing the origins and development of each of the faculties and graduate schools, and of other significant themes. These short histories (three to four paragraphs) shall be accompanied by one or more appropriate images. Research guidance will be provided by the History of the University Unit.

The panels shall feature:

1. Faculty of Architecture, Building and Planning
2. Faculty of Arts
3. Faculty of Business and Economics
4. Melbourne Graduate School of Education
5. Faculty of Engineering
6. Melbourne School of Land and Environment
7. Melbourne Law School
8. Faculty of Medicine, Dentistry and Health Sciences
9. Faculty of Science
10. Faculty of Veterinary Science
11. Victorian College of the Arts and Melbourne Conservatorium of Music
12. Sport
13. Campus Life and Culture
14. University Administration
15. University Library

These shall be completed by 1 November 2013.

1. Selection Criteria

1.1 ESSENTIAL

- Demonstrated capacity to write text suitable for display in an exhibition setting.
- Demonstrated capacity to manage projects and for independent work.
- Demonstrated capacity to conduct guided research.
- Be currently enrolled in tertiary undergraduate or graduate course.

1.2 DESIRABLE

- Interest in the history of the University of Melbourne
2. Special Requirements

- The intern must be available to work one day a week until the completion of the project.

3. Key Responsibilities

- The Intern shall produce short text for panels that is consistent and engaging, and that is founded in academic rigour.

3.1 SKILL DEVELOPMENT

- The successful applicant will be assisted in the development of the following skills
  - Research project management, including research skills in university history applicable more widely to other public institutions
  - Writing for exhibitions
  - Knowledge of copyright and other legal matters relating to the use of photographs in exhibitions
  - Workload management in a professional setting, taking initiative and prioritising tasks.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

- The intern will receive general direction, and work under the supervision of the Research Project Officer, History of the University Unit
- Guidance will also be available through the History of the University Unit Advisory Group.

4.2 PROBLEM SOLVING AND JUDGMENT

- The intern will be guided in his or her research and in the writing of the text, however the intern shall be required to show initiative in the writing of the text and the selection of the images.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- The intern will be provided with knowledge of the relevant sections of the university, notably those parts concerned with Engagement.
5. Other Information

5.1 ORGANISATION UNIT

The History of the University Unit (HUU) was established to promote and facilitate research and publication about these histories. The project is funded by the Deputy Vice-Chancellor (Engagement), and administered through the School of Historical and Philosophical Studies.

http://our-history.unimelb.edu.au/

5.2 BUDGET DIVISION

http://www.arts.unimelb.edu.au/

The Faculty of Arts is one of the largest faculties at the University of Melbourne, with over 8,000 students and 400 staff. It is home to the Melbourne Bachelor of Arts, the most popular degree in Victoria based on the first preferences of school leavers, and home to the Graduate School of Humanities and Social Sciences, which offers 16 professionally oriented masters programs and a range of research degrees.

The Faculty of Arts is a world-leading institution for research and teaching in a range of disciplines in the humanities, social sciences and languages. The Faculty is ranked 19th in the world for Arts and Humanities and 25th in the world for Social Sciences (Times Higher Education Supplement 2011-12). It maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government and private organisations through student internship placements, research projects and community engagement.

As well as housing the Melbourne School of Government and the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises:

- Asia Institute
- School of Culture and Communication
- School of Historical and Philosophical Studies
- School of Languages and Linguistics
- School of Social and Political Studies

Our students and staff are supported by business units within the Faculty including:

- The Office of the Dean
- The Arts Student Centre
- The Arts Business Centre (comprising Finance, Human Resources, Information Technology, e-teaching and Facilities Management and EHS)
- Office of Graduate Studies (comprising services such as student support, marketing, recruitment, partnerships and alumni relations for both the Melbourne School of Government and the Graduate School of Humanities and Social Sciences).

For more information on the Faculty please see www.arts.unimelb.edu.au
5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world’s top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at www.hr.unimelb.edu.au/careers.

5.4 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne’s strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia’s changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.
6. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.