**MSA Department Experience – Teaching Assistant Volunteer Details**

Volunteer coordinator: Samantha Gonzales, [samantha.gonzales@monash.edu](mailto:samantha.gonzales@monash.edu)

Department contact: Blair Walker, [blair.walker@monash.edu](mailto:blair.walker@monash.edu)

Location: All classes occur at the Clayton Campus, 7 Innovation Walk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **No. of volunteers required** | **Requirements** | **Sessions** | **Dates** |
| Japanese | 1 | Must have intermediate Japanese | 1 evening 6-9pm a week for 6 weeks | Course code: 172JAPA1A Wednesdays 23 August – 27 September 6:00pm-9:00pm (6 sessions) |
| Italian | 1 | Must have intermediate Italian | 1 evening 6-9pm a week for 6 weeks | Course code: 172ITAL1A Thursdays 24 August - 12 October 6-8:30pm (8 sessions) |
| Mandarin | 1 | Must have intermediate Mandarin | 1 evening 6-8:30pm a week for 8 weeks | Course code: 172MAND1A Mondays 21 August – 9 October 6:00pm-8:30pm (8 sessions) |
| Spanish | 1 | Must have intermediate Spanish | 1 evening 6-9pm a week for 6 weeks | Course code: 172SPAN1A Wednesdays 23 August - 27 September 6:00-9:00pm (6 sessions) |
| French | 1 | Must have intermediate French | 1 evening 6-9pm a week for 6 weeks | Course code: 172FRENA Thursdays 6-9pm 24 August - 28 September (6 sessions) |
| English as an Additional Language (Formerly ESL) | 1 | Advanced level of English, spoken and written | 1 evening 6-9pm a week for 6 weeks | **Stream A**  Course code: 172EALA Tuesdays and Wednesdays 25 July - 9 August 6-8pm (6 sessions)  **Stream B**  Course code: 172EALB Tuesdays and Wednesdays 15 - 30 August 6-8pm (6 sessions) |
| Certificate III in Business Administration | 1-2 | Intermediate computer skills and high spoken and written English skills | 1 or 2 days 9-3pm or evenings 6-9:15pm 13/26 sessions | **Stream A**  Course code:172ADMIA Wednesdays 2 August - 25 October 9-3pm (13 sessions)  **Stream B**  Course code: 172ADMIB Tuesdays and Thursday 12 September - 14 December 6-9:15pm (26 sessions) |
| Certificate III in Business Administration (Medical) | 1-2 | Intermediate computer skills and medical knowledge – ideal for those in the medical faculty | 1 or 2 days 9-3pm or evenings 6-9:15pm 15/30 sessions | Course code: 172BAMEA Saturdays 26 August - 16 December 9:00-4:00pm (15 sessions) |
| Certificate III in Business Administration (Education) | 1-2 | Intermediate computer skills – ideal for those in the Education faculty | 1 or 2 days 9-3pm or evenings 6-9:15pm 13/26 sessions | **Stream A**  172EDUCA Wednesdays 2 August - 25 October 9-3pm (13 sessions)  **Stream B**  172EDUCB Tuesdays and Thursday 12 September - 14 December 6-9:15pm (26 sessions) |
| Certificate IV in Bookkeeping & Accounting | 1-2 | Intermediate computer skills and accounting knowledge – ideal for those studying accounting | 1 day 9am-4pm a week for 28 weeks  Weekends and weekdays available | 171KEEPB Saturdays 17 June 2017 - 24 February 2018, 9:00am-4:00pm (30 sessions) |
| Diploma of Accounting | 1-2 | Intermediate computer skills and accounting knowledge – ideal for those studying accounting | 1 day 9am-4pm a week for 28 weeks  Weekends and weekdays available | Course code: 172DACC Tuesdays & Fridays 1 August - 10 November 9-4pm ( 29 sessions)\*  \*No class on 7 November |
| Certificate IV in Leadership and Management | 1-2 | Intermediate computer skills and management/business knowledge – ideal for those studying management | 1 day 9am-4pm a week for 16 weeks  Weekends and weekdays available | Course code: 172CLMG Saturdays 29 July - 25 November 9-4pm (16 sessions)\*  \*No class on 2 September & 4 November |
| Diploma of Leadership and Management | 1-2 | Intermediate computer skills and management/business knowledge – ideal for those studying management | 1 day 9am-4pm a week for 13 weeks  Weekends and weekdays available | Course code: 172DLMGA Tuesdays 4 July - 26 September (13 sessions) |

Position is subject to date change or postponed if course is cancelled.

Please note – You do not have to attend during University break or public holidays.