

Position Description – Tutor

Position Description – Head Tutor



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POSITION DESCRIPTION

Casual Tutor

Faculty/Division	UNSW Business School
Position Number	ADMIN ONLY
Original document creation	9 /11/ 2020

POSITION SUMMARY

The Casual Tutor is expected to make other contributions to teaching in the Faculty. The role of Casual Tutor reports to the Course Convenor and Deputy Head of School and has no direct reports. The Casual Tutor has a soft report to the Head Tutor.

ACCOUNTABILITIES

- Teach undergraduate courses (preparation for and delivery of tutorials)
- Supervise and monitor the progress of students, to provide consultation to students, to mark assignments as allocated by the Course Convenor.
- Participate in Course teaching team meetings when required
- Demonstrate and promote the Business School values of innovation, excellence, positive impact, respect, collegiality and integrity
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

SKILLS AND EXPERIENCE

- An undergraduate degree in a related discipline with demonstrated industry experience or advanced studies.
- Demonstrated ability for teaching at undergraduate level.
- Highly developed interpersonal skills with the ability to work with staff and students from diverse backgrounds
- Excellent verbal and written communication skills
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

- Demonstrated understanding of blended and online teaching and learning pedagogies.

PRE-EMPLOYMENT CHECKS REQUIRED

Based on the duties, responsibilities and requirements of this position, an appointment to this position is subject to a satisfactory completion of the following pre-employment checks:

- Qualification verification
- Reference checks

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.



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POSITION DESCRIPTION

Head Tutor

Faculty/Division	UNSW Business School
Position Number	ADMIN ONLY
Original document creation	9 /11/ 2020

POSITION SUMMARY

The Head Tutor is expected to make outstanding contributions to teaching in the Faculty. The role of Senior Tutor reports to the relevant Course Convenor/Coordinator and Deputy Head of School/ Head of School.

ACCOUNTABILITIES

- Monitor, manage and respond to student queries about the course on discussion boards
- Work with the course Development and Delivery teams in a process of continuous course improvement
- Actively participate in course meetings when required
- Act as the channel for communication between Course Convenor and course tutors
- Work with course convenor on term planning (number of tutorials, allocation of teaching team to classes etc)
- Assist Course Convenor with student and administrative matters
- Teach undergraduate courses (preparation for and delivery of tutorials)
- Supervise and monitor the progress of students, to provide consultation to students, to mark assignments as allocated by the Course Convenor
- Demonstrate and promote the Business School values of innovation, excellence, positive impact, respect, collegiality and integrity
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

SELECTION CRITERIA

- An undergraduate degree in a related discipline with professional experience or further study
- Previous successful experience as a tutor / facilitator
- Demonstrated ability for teaching at undergraduate level

- Highly developed interpersonal skills with the ability to work with staff and students from diverse backgrounds
- Excellent verbal and written communication skills
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

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Based on the duties, responsibilities and requirements of this position, an appointment to this position is subject to a satisfactory completion of the following pre-employment checks:

- Qualification verificationsReference checks