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# JOB DESCRIPTION

**Job Title:** Tutor/Senior Tutor

**Department:**

**Campus/Location:**

**Responsible to:** Head of School/Institute (or other delegated position)

**Purpose Statement:**

Contributes to the Massey University’s teaching and learning outcomes by assisting in the delivering of teaching and marking of undergraduate papers under the supervision of a designated academic lead.

**Key Accountabilities:**

1. **Teaching**
* Under the supervision of the designated academic lead, undertake, as appropriate for a particular course, the teaching of tutorials, lectures, seminars, studio teaching, laboratories and workshops; and provide support with marking and student interaction, as directed by the designated academic lead.
* Where the paper is team-taught, Tutors/Senior Tutors are responsible to the designated academic lead.
* Deliver teaching via all delivery modes and on each of Massey University’s campuses as required.
* May support the development of a paper and its study materials and/or the assessment criteria and process, under the supervision of the designated academic lead.
* Help maintain learning resources such as study guides, online learning environments, and laboratory materials.
* Supervise practical classes and support student projects.
* Undertake teaching on other Massey University campuses as required.
* Contribute to feedback and evaluation processes under the supervision of the designated academic lead.
* Comply with relevant teaching and learning policies and procedures (e.g., Teaching & Learning, Academic Integrity, Assessment and Equivalence).
1. **Service**
* Contribute to meeting the administrative and committee needs of the University, both internally and externally, by participating in School/Institute, College and University functions as may be required, or approved from time to time, by the Head of School/Institute.
* Other duties or responsibilities which may be assigned by the Head of School or a Paper Coordinator from time to time.
* Undertake professional development activities as required or approved, which are relevant to the position.
* Be responsible for one’s own safety and for the safety of others.

# PERSON SPECIFICATION

**Qualifications:**

* An appropriate qualification relevant to the requirements of the position.

**Experience:**

* Recent, relevant teaching experience, preferably within a university or other tertiary teaching environment.
* Experienced in the use of electronic and on-line technologies in teaching is preferred.

**Skills, Knowledge, Abilities, Personal Attributes, Competencies:**

* Proven competence in multiple modes and mediums of teaching, including electronic and online appropriate to the level of appointment.
* Clear, confident and skilled classroom presenter.
* Proven record of rapport with students appropriate to the level of appointment.
* Demonstrated collegiality in an academic teaching and service environment appropriate to the level of appointment.