



Job Description

Reports To: Supervising Professor
Contact: Recruitment Officer
Email: recruit@federaluniversities.com
Website: www.federaluniversities.com
Closing: March 21, 2014 or until filled

INTRODUCTION

We are seeking to recruit Online Tutors in a range of subject areas to play a key role in our academic team. If you have experience teaching and supporting undergraduate students in an online environment or in a face-to-face setting in the specific areas listed below, and are looking for a flexible way of working or to supplement your income, then you may be the very person we are looking for.

- Economics
- Accounting
- Mathematics
- Statistics

As the tutor for an online class, you are the key person your students will interact with; much of the atmosphere and success of the course will be influenced by your online presence on the course forums. Each student is assigned to a class, normally of 50 students, which is the responsibility of one online tutor.

Tutors are appointed to offer academic and pastoral support to students, to administer specific parts of the course, to create a thriving online community by interacting academically with students, and to provide feedback on assignments. Tutors act as the primary interface with students on the matters listed under 'Principal Responsibilities' below. Students are advised to contact their tutor as their first port of call for all academic queries and problems.

Your continuing and supportive presence online is a vital aspect of supporting the students. We expect online tutors to be 'visible' in their class discussions and to contribute to forums regularly (and students will only know you have been there if you leave a message, however brief). This is particularly important at the start of a course, when students are new to the subject, the learning environment and each other. You will

be appointed as a tutor on the basis of your academic expertise and aptitude for online tutoring; we offer a range of academic, administrative, and IT support to assist you.

PRINCIPAL RESPONSIBILITIES

1. To be the first point of contact and to facilitate the learning activities for an assigned number of students as set out in the Schedule of Work
2. To utilize appropriate teaching, learning and support techniques to create an academically challenging environment that supports learners in their development
3. To be responsible for giving formative and summative feedback as required within the module teaching and learning assessment strategy
4. To mark learners work in accordance with the module requirements and the University's assessment regulations
5. To take a pro-active approach to the support and guidance of students to enable them to successfully meet relevant milestones
6. To monitor and report on the progress of learners and, where, appropriate evaluate the need for additional support in consultation with the supervising professor.
7. To contribute to university's quality assurance process by providing feedback on the module, its content and delivery mechanisms in order to contribute to the continuous development of content
8. To participate in an intensive training program and engage with staff development and other professional development opportunities as required
9. To keep abreast of latest developments in teaching, learning and online techniques
10. To refer specific queries and concerns to the FU Customer Service and Operations team in a timely manner
11. To participate in online open days as and when appropriate
12. To adhere to University systems and procedures and ensure that you have a working knowledge of the University's academic regulations
13. To undertake any other reasonable duty commensurate with the level of responsibility of the post

QUALIFICATIONS

Shortlisting of candidates will be carried out by assessing suitability against the criteria set out below:

- A degree or higher qualification in any of the disciplines indicated above from an accredited institution
- Ability to teach and to facilitate learning at the appropriate level
- Ability to successfully work to deadlines
- Excellent communication and interpersonal skills
- Ability to take a pro-active approach to student engagement and to work with learners from diverse educational, cultural and work backgrounds
- Ability to communicate clearly and in an appropriate manner in an online environment
- Ability to use Information and Communication Technology in the teaching and support of online learners
- Ability to create a supportive environment that encourages a 'community of practice' with learners to facilitate their learning and enhance their learning experience
- Ability to work collaboratively with other online tutors
- Experience in the use of an online learning environment as a learner / tutor
- Experience of working independently and / or remotely and successfully delivering required outcomes
- Experience in the delivery, support and assessment of learners in an online environment
- A knowledge of Higher Education structures and systems
- An understanding of and a commitment to equality and diversity
- A willingness to work flexibly which may include evening and weekends to meet the needs of the learner
- An organized approach to work
- A passion for technology-enhanced learning and online delivery
- A willingness to undertake appropriate training and development and to travel to designated tutorial centers if required

BENEFITS

Payment will be based on the number of students supported and will be based on the actual number of hours worked.

TO APPLY

Interested applicants who meet the qualifications listed above should submit a CV accompanied by a brief cover letter (both in Word or pdf) via email for consideration to recruit@federaluniversities.com or

Fill this application form <https://federaluniversities.wufoo.com/forms/employment-application/>