

University Tutor (Global Online)



ROLE DESCRIPTION

GRADE

Grade 5

LOCATION

Craiglockhart, Edinburgh.

LINE MANAGER

Senior Academic

ROLE SUMMARY

To tutor and support students on online modules within a Virtual Learning Environment; assessing student work and providing timeous feedback; associated administrative work, under the guidance of the Edinburgh Napier Module Leader.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently

MAIN DUTIES AND RESPONSIBILITIES

- Support and tutor students as a member of a module team on credit bearing undergraduate and / or postgraduate online modules and programmes.
- Liaise and take guidance from the module leader.
- Ensure all aspects of course delivery meet required standards and learning objectives.
- Facilitate online discussion topics, and encouraging online debate and discussion as per Global Online pedagogic requirements.
- Mark assessments to set criteria, writing reports and attending meetings (including meetings with the module leader).



- Review and evaluate online delivery, making recommendations for enhancements to the student experience.
- Support online students and refer issues to the appropriate student support body.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- | | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| <ul style="list-style-type: none"> Masters degree or professional qualification in a relevant subject area e.g. HRM, Marketing, Sales, or Entrepreneurship. | ✓ | |
| <ul style="list-style-type: none"> PGCert in Teaching and Learning or HEA fellowship or equivalent. | | ✓ |

SKILLS / EXPERIENCE

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> Experience of delivering and supporting undergraduate or postgraduate students either in an online, distance learning or face to face environment. | ✓ | |
| <ul style="list-style-type: none"> Experience of assessing student work. | ✓ | |
| <ul style="list-style-type: none"> Experience of teaching students of different nationalities. | | ✓ |
| <ul style="list-style-type: none"> Experience of teamworking. | | ✓ |
| <ul style="list-style-type: none"> Experience of enhancing and developing your work to meet changing needs. | | ✓ |
| <ul style="list-style-type: none"> Highly developed written communication skills. Able to communicate accurately and fluently at a high level of English Proficiency. | ✓ | |
| <ul style="list-style-type: none"> Ability to respond sensitively to students of different needs and backgrounds. | ✓ | |
| <ul style="list-style-type: none"> Excellent IT skills e.g. use of a VLE (Virtual Learning Environment), Excel and online marking tools. | ✓ | |
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| <ul style="list-style-type: none"> A motivated individual with ability to prioritise work of self to ensure key deliverables are achieved to high standards. | ✓ | |
| <ul style="list-style-type: none"> Ability to work proactively as a member of a team. | | ✓ |
| <ul style="list-style-type: none"> A commitment to students, the quality of their experience within an educational environment, and to their development and success. | | ✓ |