



POSITION DESCRIPTION

The University of Papua New Guinea

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| <u>DETAILS OF POSITION</u> | POSITION NO.: 121020 |
| SCHOOL/OFFICE: SNPS | CLASSIFICATION: U01 |
| DIVISION/STRAND: MSCS | POSITION TITLE: Tutor |
| BRANCH: UPNG Waigani main campus | IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Strand Leader, Mathematics, Statistics and Computer Science |
| SECTION: Academic | HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Senior lecturers/lecturers in MSCS |
| LOCATION: Science III Building | |

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The University invites applications for the position of Tutor in Statistics. The sought-after candidate for the **Tutor** position should have experience in teaching undergraduate courses in Statistics such as Basic Statistic and Statistical Methods and participate in curriculum development and course evaluation. Applicants should have at least a Bachelor of Science with Honors (BSc-Hons) degree in Statistics, Mathematics and Computer Science/IT or Statistical Education with at least three (3) years of teaching experience at the tertiary or higher secondary school level. A teaching qualification will be an advantage but not necessary. They will be expected to participate in research as well as the teaching program for undergraduate courses within the area of Statistics.

ACCOUNTABILITIES

The successful candidate is expected to undertake research, consultancy, or further education to develop his/her field of specialization. The candidate should be enthusiastic, motivated and eager to assist teaching, as well as in his/her further development in teaching for undergraduate programs in Statistics.

MAJOR DUTIES (for Tutor Position)

1. TEACHING
 - Conduct tutorials, workshops and lab sessions
 - Do marking, provide consultations with students and participate in seminars
2. ADMINISTRATION
 - Assist course administration as well as various UPNG committees as appropriate
3. RESEARCH
 - Prepare for higher studies in the area of statistics
4. OUTREACH
 - Services to the university community as well as student extra-curricular activities

5. DISTANCE EDUCATION

- Do teaching, marking of assessments and consulting with students in distance education

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (for Tutor Position)

| FACTORS | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Qualifications | A BSc with Honours degree within statistics is an advantage |
| Abilities | Must be able to work as research assistant while learning research methods for further specialisation in statistics is essential |
| Experience | A number of years of experience in teaching within the field of statistics as well as some knowledge in using popular statistical computing tools |
| Breadth of Skills | Multi skilled in being able to teach across a broad spectrum of lower year courses in order to provide support when required |
| Other Skills | Mathematics/computing skills is desirable |

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above
2. Motivated and enthusiastic about these fields and about teaching and research
3. Knowledge of the UPNG Code of Conduct

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

| UPNG FILE NO. | DATE OF VARIATION | DETAILS |
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