



# POSITION DESCRIPTION

## The University of Papua New Guinea

<b><u>DETAILS OF POSITION</u></b>	<b>POSITION NO.:</b> 121021
<b>SCHOOL/OFFICE:</b> SNPS	<b>CLASSIFICATION:</b> U01
<b>DIVISION/STRAND:</b> MSCS	<b>POSITION TITLE:</b> Tutor in Mathematics
<b>BRANCH:</b> UPNG Waigani main campus	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Strand Leader, Mathematics, Statistics and Computer Science
<b>SECTION:</b> Academic	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Senior lecturers/lecturers in MSCS
<b>LOCATION:</b> Science III Building	

### **ROLES AND RESPONSIBILITIES OF POSITION**

#### **PURPOSE**

The University invites applications for the position of Tutor in Mathematics. The sought after candidate for the **Tutor** position should have an experience to teach undergraduate courses Mathematics 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 Mathematics 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 in mathematics.

#### **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 and lab practical 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 mathematics (pure/applied)
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)**

<b>FACTORS</b>	
Professional Qualifications	A BSc with Honours degree within mathematics is an advantage
Abilities	Must be able to work as research assistant while learning research methods for further specialisation in mathematics is essential
Experience	A number of years of experience in teaching within the field of mathematics as well as some knowledge in using popular mathematical 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	Statistics/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

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### **HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>