POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.:	121022
SCHOOL/OFFICE: SNPS	**CLASSIFICATION:**	U01
DIVISION/STRAND: MSCS	**POSITION TITLE:**	Tutor in Computer Science
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 Computer Science. The sought-after candidate for the **Tutor** position should have an experience to teach undergraduate computer science courses such as Computer Literacy & Numeracy and Information Technology Concepts, and be able to 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 Computer Science Education with at least three (3) years of teaching experience at the tertiary or National High School levels. 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 Computer Science.

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 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 computer science or information technology

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 computer science is an advantage
Abilities	Must be able to work as research assistant while learning research methods for further specialisation in computer science is essential
Experience	A number of years of experience in teaching within the field of computer science, as well as experience in using popular computing and programming in at least one programming language
Breath 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/Statistics 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