



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 161016
SCHOOL/OFFICE: School of Business and Public Policy	CLASSIFICATION: U01
DIVISION: Accounting	POSITION TITLE: Tutor - Accounting
BRANCH: Accounting Division	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Executive Dean of School of Business Administration
SECTION: Accounting	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Not applicable.
LOCATION: School of Business and Public Policy Division, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Tutor in Accounting is expected to make contributions to the tutorials / teaching effort of the institution, particularly at undergraduate level and carry out activities to develop his/her scholarly research and/or professional expertise relevant to the Accounting profession or discipline.

Principal Duties and Responsibilities

1. Teaching

- 1.1 Conduct tutorials, practical classes, demonstrations, workshops and field visits as directed by the course coordinators;
- 1.2 Preparation and delivery of seminars / lectures as directed by course coordinators;
- 1.3 Provide Consultation to students;
- 1.4 Marking of assessment as directed by course coordinators.

2. Research

- 2.1 Preparation for higher studies;
- 2.2 Learning research methods and conduct research under the supervision of mentors and
- 2.3 Work as research assistant.

3. Administration

- 3.1 Participation in course administration;
- 3.2 Limited participation in school level committee meeting.

4. Outreach

- 4.1 Supporting student extra curricular activities;
- 4.2 Services to the University community.

5. Distance Education

- 5.1 Attending consultation with external students directly or through e-mail;
- 5.2 Marking and assessment as directed by course coordinators.

Qualification Requirement: Skill Base

A Tutor will must have completed Bachelor of Accounting and/or equivalent qualifications with a GPA of 3.5 and above. In many cases, a position at this level will require a honours or higher qualifications, an extended professional degree.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS