



POSITION DESCRIPTION
The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 04021
SCHOOL/OFFICE: School of Business Administration	CLASSIFICATION: U1
DIVISION/STRAND: Business Management	POSITION TITLE: Tutor in Business Management
BRANCH: N/A	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Head of Division
SECTION: N/A	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: SBPP Building, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Tutor in Business Management is expected to make contributions to the 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 Business Management profession or discipline.

Principal Duties and Responsibilities

- 1. Teaching**
 - 1.1 Conduct tutorials, practical classes, demonstrations, workshops and field excursions;
 - 1.2 Prepare and deliver seminars;
 - 1.3 Do consultations with students;
 - 1.4 Carry out marking and assessment connected with subject academic teaches.
- 2. Research**
 - 2.1 Prepare and be willing to undertake higher studies;
 - 2.2 Continue to learn research methods;
 - 2.3 Work as research assistant.
- 3. Administration**
 - 3.1 Participate in course administration;
 - 3.2 Limited participation in school level committee meeting.
- 4. Outreach**
 - 4.1 Support student extracurricular activities;
 - 4.2 Provide services to the University community.
- 5. Distance Education**
 - 5.1 Attending consultation with external students through e-mail;
 - 5.2 Carry out marking and assessment

Qualification Requirement: Skill Base

A Tutor will normally have completed four/five years of tertiary studies in the relevant discipline of business management and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require GPA of 3.00 and above or an honor or higher qualifications, an extended professional degree. Additionally, the role demands an individual with a high level of quantitative skills and knowledge.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS