



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: PN 141016
SCHOOL/OFFICE: School of Business Administration	CLASSIFICATION: U1
DIVISION/STRAND: Tourism and Hospitality Management	POSITION TITLE: Tutor - Tourism and Hospitality Management
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: PN 161010
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: SBPP Building, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Tutor in Tourism and Hospitality 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 tourism and hospitality profession or discipline.

Principal Duties and Responsibilities

1. Teaching

- 1.1 Conduct tutorial sessions to assist students in understanding course materials, answering questions, and clarifying concepts related to Tourism and Hospitality Management;
- 1.2 Collaborate with course coordinators to develop and implement effective teaching strategies and materials that enhance student learning experiences.
- 1.3 Provide one-on-one or small group tutoring sessions to address specific student needs and challenges;
- 1.4 Assist students in developing effective study skills and time management techniques;
- 1.5 Assists in marking students' assessments for the course/s tutored.

2. Research

- 2.1 Preparation for higher studies;
- 2.2 Learning and research methods;
- 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 Division, School and University community.

5. Distance Education

- 5.1 Attending consultation with external students through e-mail;
- 5.2 Marking and assessment

Qualification Requirement: Skill Base

Candidates being sought for Tutorship position in the Tourism and Hospitality Management Division must possess a Bachelor's degree in Tourism and Hospitality Management from a recognized university and with a GPA of 3 and above. Candidates should have a potential of advancing further to Masters and PhD levels and should also have a strong inclination towards research and academic publications. Some teaching experience at a university level would be an added advantage.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS