



Vacancy

Title	Tutor in Business and Accounting
Faculty/School	Centre for Distance Flexible Learning
Grade/Band	Band 2.3
Category	Learner and Centre Support
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	1. Remain up to date with the school curriculum and subject-specific content. 2. Be punctual to all appointments. 3. Travel to students' homes to provide lessons. 4. Ensure that if any changes need to be made to meeting times that it is done in a reasonable time frame. 5. Maintain communication with students to update them on their progress. 6. Research learning resources to use during lessons
Detailed Roles & Responsibilities	
Key Task	1. To provide a friendly and supportive service to students, using a range of communication media, being prepared to provide support both educationally and pastorally, enabling students to reach their goals and fulfil their potential. 2. To provide structure and focus to assist the students in managing their workload and making continued progress through their unit and report any concerns to the relevant Officers within the DFL establishment. 3. To ensure that all our students are treated with care and respect and a consistent and reliable service is maintained. 4. Review of Unit Study Materials as required.
Dimensions	Business planning, reporting and management • To undertake additional work or other duties as agreed with the Coordinator of Learner and Center Support. • To prepare video conferencing materials and scripts and submit the scripts a week before delivery. • To respond to students emails within specific time frame or response times (currently 24 hours excepting weekends) • To make regular telephone or video-conferencing contact with students as planned. • To maintain records of all student contact using the correct documentation and collect evaluation information. • To attend regular team meetings and participate in cross-marking and moderation. • To read, digest and take appropriate action, meeting deadlines as required, arising from regular updates or communications from the Manager. Quality Assurance and customer satisfaction • To report any errors or inaccuracies in course materials and assessments promptly to the relevant Head of Department. • To monitor, offer support and maintain a presence on the CDFL Facebook page Student Forum either posting responses or reporting activity concerning their unit responsible for. • To provide telephone, e-mail and video conferencing tutor support to students in other study centers. • To provide constructive feedback, complete mark sheets, mark and return all student work, including examinations, within agreed time frames (currently 2 weeks). • To monitor students' work for plagiarism, in any form or other infringements and report any incidences or suspected incidences to the Manager. Initiative • To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time. • Must be a self-starter • Must be an achiever • Good planner
Measures of Effectiveness	• Be able to deliver termly assessment and results. • Provide termly plan • Complete at least two short surveys reports relating to what s/he was doing in a year
Minimum Qualifications	To be considered for this position, applicants must have an excellent Bachelor degree qualification in Accounting. in subject areas with GPA 3 and above plus teaching or education; plus 5+ years distance learning and/or secondary school teaching.
Experience	Essential: • 5+ years in distance learning and/or secondary school teaching in years 9, 10, 11 and 12 • Writing of assessment tools in the National Education Examination System Desirable: • Be on time for work • Efficiency; • Honest and reliable; • Can work after hours and during weekends when required; • Strong PC skills and expertise in MS Office applications (outlook, Internet Explorer, Excel, Word etc.); • Willing to learn;

	• High attention to detail; • Ability to prioritize, schedule and meet deadlines; • Work both independently and within a team; • Ability to work effectively in a fast-paced, dynamic team;
Restriction	This position is reserved for nationals of Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where national of Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.