He kura te tangata

<table>
<thead>
<tr>
<th>Position title</th>
<th>Tutor (International Business and/or Marketing)</th>
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<tbody>
<tr>
<td>Primary work unit</td>
<td>School of Marketing and International Business</td>
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<tr>
<td>Responsible to</td>
<td>Course Coordinator</td>
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<tr>
<td>Responsible for</td>
<td>No direct reports.</td>
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<tr>
<td>Position status</td>
<td>Fixed Term – 14-16 weeks</td>
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<tr>
<td>Hours of work</td>
<td>Tutorial schedules are variable but fall between Monday to Friday. Flexibility of work hours and days for marking is essential.</td>
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<tr>
<td>Salary</td>
<td>Dependent on experience and qualifications. Undergraduate base rate starting at $19.80 per hour. Graduate base rate starting at $22.50.</td>
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<tr>
<td>Our vision</td>
<td>Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.</td>
</tr>
<tr>
<td>Our mission and purpose</td>
<td>Victoria University of Wellington’s mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.</td>
</tr>
<tr>
<td>Our values</td>
<td>Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.</td>
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Victoria – our university

Victoria University of Wellington is New Zealand’s globally-minded capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. Victoria values the expertise of its professional staff in supporting and enabling teaching, research and engagement activities.

Victoria is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, iwi, community groups and many other external stakeholders. All professional staff are expected to uphold the reputation of Victoria through the way they undertake their work.

Victoria is committed to the Treaty of Waitangi. “Mai i te iho ki te pae” is the Māori Strategic Outcomes Framework which is linked to Victoria’s Strategic Plan.

Mā te rautaki tātou e koke whakamua
(via the strategy we strive to move forward together)

For further information about Victoria go to www.victoria.ac.nz and Welcome to Victoria.
Position purpose
To work collaboratively as part of the school’s tutor team to assist student learning and contribute to course delivery across 100, 200 and 300 level undergraduate courses. Tutors prepare, deliver and lead tutorial classes that complement course material. This includes student consultation (usually by email), associated administration and marking of student work. The role serves as a fundamental and facilitative link between course coordinators and students.

Position location
The role of Tutor is located within the tutor team in the undergraduate programme of the School of Marketing and International Business in Victoria Business School. Tutorial delivery for all 200-300 level courses is at Pipitea Campus. For 100-level marketing, tutorials are delivered at Kelburn Campus.

Strategic context
Victoria Business School has strategic initiatives which are aligned to Victoria’s Strategic Plan. The Tutor role will help the School and Victoria Business School achieve their goals by contributing to effective and inspiring course delivery in support of a positive student experience and learning environment.

Key responsibilities

Tutorial Delivery and Student Consultation
- Preparation for and delivery of tutorial sessions at specified times.
- On-going familiarity with course material and course requirements.
- Timely and accurate recording of attendance and regular monitoring of email and Blackboard.
- Attendance at all tutorial meetings with the course coordinator and other tutors.
- Support for the learning needs of students including those students with disabilities and students with different backgrounds.

Outcome
The tutorial programme is student-focused with course coordinators and course delivery supported by inspiring, empathetic, interactive and informed tuition. The reputation of the School and its marketing and international business courses is enhanced.

Marking
- Marking of student work to required standards and within set timeframes, including provision of meaningful feedback.
- Meet all course deadlines associated with the marking of tutorial assignments and course assessment.
- Attendance at all marking meetings in preparation for grading assessment.
- Attendance at Online Assessment Marking and Feedback Workshops (if required).
- Attendance and assessment of presentations and facilitating group work (if required).
- Invigilation of trimester tests (if required).

Outcome
Staff and students are confident that feedback is appropriate and relevant and that assessment and final grades are consistent and equitable.
Administration

- Maintain accurate records of attendance and internal assessment marks.
- Maintain frequent communication with the Course Administrator and provide weekly updates of attendance and grades to the Course Administrator in digital form.
- Monitor and reply to information sought by the Course Administrator in a timely manner.
- Effective use of prescribed School of Marketing and International Business processes, systems and software.

Outcome
Staff and students are confident that all attendance records and assessments are timely and accurate.

Health and Safety/Emergency Management and Additional Training

- Attend Health & Training sessions as prescribed.
- Attend 2-hour CAD marking and feedback workshop (if required)
- Attend 3-hour CAD introduction to tutor training workshop (if required)
- Attend any VBS initiatives (as and if required).
- Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.

Outcome
Students are confident with Health & Safety practices in the tutorial rooms should an incident occur. Student wellbeing is supported and they are confident that tutors are well-trained and professional.

Key relationships

Throughout the duration of a course the Tutor reports to the course coordinator of assigned course(s). The Tutor will develop and maintain excellent direct working relationships with the Tutor Manager, Course Administrator, Senior and Head Tutors. The Tutor will further develop and maintain excellent relationships with the Head of School, School Manager, staff and other tutors in the School of Marketing and International Business and Victoria Business School.
**Competencies**

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<tr>
<th>Competency</th>
<th>Demonstrated by</th>
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<tbody>
<tr>
<td>Client focus</td>
<td>Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction</td>
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<tr>
<td>Self-management</td>
<td>Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion</td>
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<tr>
<td>Integrity</td>
<td>Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour</td>
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<tr>
<td>People Management</td>
<td>Is able to create an open and trusting environment where others are confident to raise and discuss issues, problems or ideas. Is sensitive towards different peoples and cultures.</td>
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<tr>
<td>Communication</td>
<td>Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication</td>
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<tr>
<td>Teamwork</td>
<td>Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals</td>
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**MARK101 Tutor**

**Selection criteria – essential**

The ideal candidate for this position will have the following:

- Completion of MARK201 and MARK202 (or MARK203) or equivalent or higher.
- Strong and consistent academic performance, particularly in internal assessment.
- Strong interpersonal and written communication skills.
- Excellent self-management, commitment and reliability.
- Able to follow instructions.

**Selection criteria – desirable**

- Prior experience in a coaching, mentoring or tutoring role.
- Experience in other and varied forms of employment.
- An interest in student education and in supporting student transition from High School to tertiary study.

**Delegations**

- There are no delegated authorities for this position.
MARK and IBUS 200-300 Level Tutor

Selection criteria – essential

The ideal candidate for this position will have the following:

- Prior experience in a tutoring role within the Victoria Business School, and especially the School of Marketing and International Business.
- Completion of a marketing or international business major (or equivalent) at an undergraduate level, and completion or near completion of their degree.
- Strong and consistent academic performance, particularly in internal assessment.
- Strong interpersonal and written communication skills.
- Excellent self-management, commitment and reliability.
- Able to follow instructions and manage competing demands.

Selection criteria – desirable

- Prior experience in an external coaching, mentoring or tutoring role.
- Experience in other and varied forms of employment.

Delegations

- There are no delegated authorities for this position.