

JOB DESCRIPTION

Job Title:	Distance Learning Online Tutor (Coursera)
Department / Unit:	EPMS / ISG
Job type	Casual
Accountable to:	Programme Director (Distance Learning)
Accountable for:	n/a
Purpose of the Post	
<p>The post holder will teach and provide online support for a group of up to 50 students per tutor group on the University of London Distance Learning MSc Cyber Security Programme (delivered via the Coursera platform).</p> <p>Co-ordinating with a team of Online Tutors and the Module Leader this will involve: monitoring the module on Coursera, delivering online seminars, facilitating discussions amongst the students and providing feedback to students.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. To be the first point of contact for all academic queries on the module. 2. To work with scheduled interventions linked to the Online Tutor Activity Schedule and in liaison with the UoL Student Relationship Management team. 3. To work with the Module Leader and UoL Student Relationship Management Team, to decide upon and provide proactive support for students identified 'at risk' of non-completion of their studies. 4. To provide dedicated subject area communication (e.g., regular posts and announcements) to students through tools on the University of London Virtual learning Environment (VLE) throughout the duration of the Module. 5. To communicate with your tutor group at key points of the student journey in the module, including a welcome message at the start of the module, a preparation message prior to the dates for the submission of each item of summative assessment. 6. To provide students with feedback on formative assessments. 	

7. To run at least 3 synchronous webinars providing face-to-face teaching and feedback opportunities in line with the weekly activities noted in the Online Tutor Activity Schedule.
8. To regularly monitor, and answer questions on the allocated online tutor group forum .
9. To liaise, regularly, with other Online Tutors and the Module Leader.
10. To develop initiatives for the enhancement of student support.
11. To coordinate student feedback on the module to facilitate the completion of a Module review led by the Module Leader at the end of each Module.
12. To attend all relevant meetings as required by the Programme Director.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

- Students;
- All academic and administrative staff working on the MSc Cyber Security programme;
- Chair of the Exam Board;
- Other members of staff within the Department and College;
- External Examiner;
- Colleagues at the University of London Worldwide including the Project Manager and other key staff working on the launch and support of the MSc Cyber Security;
- IT Services (RHUL and UoLW).