ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Online Tutor (Coursera)
DEPARTMENT: EPMS – ISG

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to Master's / higher degree level (or equivalent) in a relevant subject.	E	**Application Form**
Doctorate in relevant field (or near to completion)	D	**Application Form**
A recognised teaching qualification/training or evidence of working towards such a qualification	D	**Application Form**
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Excellent communication and presentation skills	E	**Application Form**/Interview
Ability to use virtual learning environments to facilitate online learning.	E	**Application Form**/Interview
Ability to motivate and inspire students, from a range of backgrounds, to engage in academic study and fulfil their academic potential	E	**Application Form**/Interview
Experience of high-quality teaching practice at undergraduate and/or postgraduate level in the department's disciplinary area.	D	**Application Form**/Interview
Experience of managing own teaching, administrative and other relevant activities.	E	**Application Form**/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	D	**Application Form**/Interview
Proven subject knowledge, experience and/or expertise in a specific area of Information Security	E	**Application Form**/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
To work collaboratively and independently as required	E	**Application Form**/Interview
Flexible and adaptable	E	**Application Form**/Interview