



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION

	POSITION NO: 191019
SCHOOL/OFFICE: SHSS	CLASSIFICATION:
DIVISION/STRAND: JPR	POSITION TITLE: Tutor
BRANCH: UPNG WAIGANI CAMPUS	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Strand Leader, JPR
SECTION: Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Other Senior Lecturer & Lecturer Journalism
LOCATION: Ulli Beier Creative Haus	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Applications are invited for the position of Tutor in Journalism and Public Relations to support the Strand's work and program. The successful appointee will provide seriousness in contributing and supporting teaching, research and knowledge; coordinate practical programs and workshops in all forms of media-related studies under the direction of the strand leader. The appointee is expected to explain, simplify and review concepts learned in class, enlighten practices and aid students solve detailed problems. He/she will focus on classroom centered activities as determined by the students' needs for tutoring sessions. Candidates must have media-related fields with emphasis on digital media and social platforms.

ACCOUNTABILITIES

The candidate will contribute to updating and review of JPR programs and courses from time to time as necessary and directed by the strand leader. The candidate will further liaise with members of the strand team in order to comprehend requirements, coordinate plans and directorial actions and to discuss changes.

MAJOR DUTIES

1. TEACHING

- Assist prepare course material which will achieve the aims of the course, including improvement of the knowledge know-how through a student-centred approach.
- Attend and deliver periods as agreed, lecturing, important discussions and otherwise providing guidance and stimulating learning, as required.
- Prepare and mark, as obligated, any related written work, studio work, class work and examination papers, within the proper assessment processes.
- Provide constructive and timely feedback to students on their progress.
- Maintain self-control whilst motivating learners and aiding their development to meet agreed targets

2. RESEARCH

- Attend and support research for undergraduate students and collaborate with staff through communications and publications.

3. ADMINISTRATION

- Attend meetings, induction and development sessions as required.
- Assist and support strand administration as well as various school and UPNG committees where needed.

4. RESEARCH

- Conduct research in media related fields as well as research in collaboration with external stakeholders
- Assist pursue external funds for research purposes.

5. OUTREACH

- Work with all strand staff to promote and develop publications and communication skills for the UPNG
- Assist senior staff on consultancy outreach workshops.
- Contribute to the development and promotion of Media Literacy education to communities.

6. DISTANCE EDUCATION

- Assist develop course materials for distance education.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	Post Graduate Honors in Media, Journalism and Public Relations Studies is essential or general experiences in the vocation.
Publications	Some publications in decent local or international journals and contributions to media conferences and meetings.
Abilities	Must be able to employ appropriate assessment methods and ability to plan workloads. Ability to design teaching and learning material.
Experience	Some experience of teaching. At least 5 years of experience in media communication skills as well as experience in digital media.
Breadth of Skills	Ability to teach across a broad spectrum of courses in media, journalism and public relations in order to provide support when required.
Other Skills	Strong research and computing skills. Ability to develop productive working relationships as part of a professional team.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above.
2. Motivated, creative and enthusiastic about these fields and about teaching and research.
3. Knowledge of the UPNG Code of Conduct
4. Appreciate the media cultures and traditions of the people of Papua New Guinea
5. Ability to communicate and disseminate difficult and theoretical ideas in a variety of ways.

HISTORY OF POSITION - (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS