

## External / Internal Vacancy

DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Tutor Programme Facilitator	POST No: PEROMNES GRADE: 8

### JOB DESCRIPTION:

The main purpose of the position is to organise, design, plan, coordinate and facilitate training workshops for tutors as well as monitoring and evaluating the impact of the tutor programme

Key Performance Areas include but not limited to:

- Assist with the design and implementation of the integrated and coordinated tutor system; identify and advise on new processes that will improve the system
- Develop a generic tutor guide for face to face tutors and e-tutors; organise and facilitate generic tutor training workshops following a blended learning approach; evaluate the impact of the tutor training; make recommendations and optimise the programme
- Build partnerships with academic departments; offer advice to lecturers on implementing tutor facilitation
- Encourage and promote tutors to share their tutoring experience in written presentation or other platforms for example conferences and seminars; host a tutor experience symposium annually
- Assist with the development of policies and procedures
- To undertake any other task or duty as assigned by the Director and/or Executive Director.

### APPLICATION CRITERIA:

#### Qualification and Experience:

- Relevant Honours degree or post-graduate qualification (NQF level 8) (preferably but not necessarily) in education AND a Master's degree in relevant field OR progress with a master's degree in relevant field
- At least 2 years work experience in key areas of teaching and learning theory and practice in a higher education context
- Experience working in tutor programmes is recommended
- An understanding of learning, teaching and assessment practices
- Familiarity with local and international research literature relating to tutor programmes

#### Skills and Competencies:

- Ability to establish professional working relationships with students and staff
- Ability to work with students and faculty members both individually and in groups
- Ability to work with the diverse learning needs of adult learners
- Interpersonal, conflict management, communication (verbal and written), report writing and presentation skills
- Ability to work independently and as a member of a team
- Detail-oriented with strong organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to use technology to communicate with tutors and to facilitate learning
- Proficiency in Microsoft Office suite (Word, Excel and PowerPoint)

Closing data for applications: 22 June 2021

Submit CVs via e-mail to [recruitment@vut.ac.za](mailto:recruitment@vut.ac.za).

**Please Note:** The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.



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