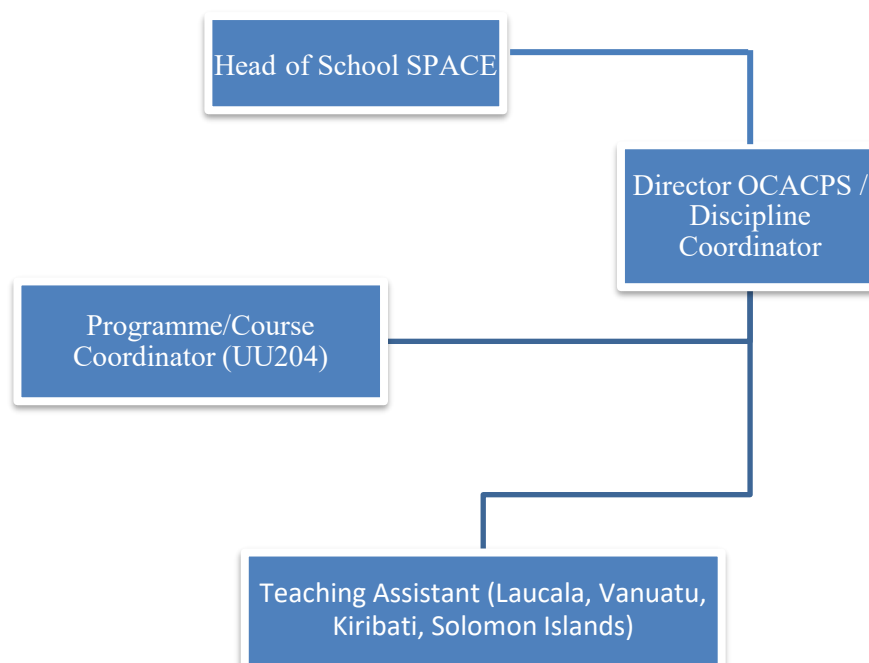


POSITION DESCRIPTION

IDENTIFICATION**Position Title:** Teaching Assistant**Position Number:** LLO011, LLO012, LLO013**Section:** OCACPS**Department:** SPACE**Location:** Laucala Campus/Emalus/Kiribati/Lawson Tama **Category:** Teaching Assistant**Level:** Band 1**Current Incumbent:****Date of substantive appointment:****Reports To:** Director OCACPS, Dr. Katrina Igglesden: **Supervised by:** Programme Coordinator,
Dr. Frank Thomas

ORGANIZATION CONTEXT**Organizational Structure**

POSITION DESCRIPTION**PURPOSE**

The UU204 Teaching Assistant is expected to provide academic teaching support and make contributions to the teaching effort of the University, as well as to carry out activities to develop his/her scholarly research and professional expertise relevant to the discipline.

UU204 is a compulsory 200-level course at USP with an average of about 1,300 students each semester. This position assists the Programme/Course Coordinator by providing teaching support, including the preparation and delivery of tutorials and the marking of assignments.

NATURE AND SCOPE OF THE HR OPERATIONS UNIT

- To provide academic teaching support
- Preparation and delivery of tutorials; marking and assessment
- Consultation with students.

POSITION DIMENSIONS

There is no financial authority and/or responsibility required of this position.

Staff Responsible for:

Directly: N/A

Indirectly: N/A

Total Level of Costs: N/A

Limits of Authority:

Financial: N/A

Non-Financial: N/A

Key Relationships /Internal and External Contacts:

Internal	Purpose of Contact
<ul style="list-style-type: none"> • Director OCACPS • Subject Coordinator • Head of School • Administrative Assistant • Research Office 	<ul style="list-style-type: none"> • Programmes & courses offerings and staffing allocations • To ensure effective course delivery. • Campus collaboration and issues of mutual interest • Inter-school collaboration • Administrative issues • Collaboration with research clusters

POSITION DESCRIPTION

External <ul style="list-style-type: none"> N/A 	Purpose of contact <ul style="list-style-type: none"> N/A
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THE ROLE

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. KRA: Teaching <ul style="list-style-type: none"> Key task: conduct face to face & online tutorials Key task: prepare resource material for real time and online sessions Key task: collaborate with team members for synchronized teaching plan 	<ul style="list-style-type: none"> Teaching is conducted in a timely and professional manner Resource material prepared is aligned with the course's learning outcome
2. KRA: Assessments <ul style="list-style-type: none"> Key task: participate in team work for designing assessment tasks Key task: providing written feedback to students for their assessments in a timely manner Key task: participate in standardization practices for quality and efficacy Key task: show awareness of student performance and identify additional support for learners 	<ul style="list-style-type: none"> Marking of assessments are with feedback beneficial for students using the proper feedback procedure Assessments prepared are aligned with the course's learning outcome Reflects the skills required during standardization process
3. KRA: Research <ul style="list-style-type: none"> Key task: identify research skills necessary for learners 	<ul style="list-style-type: none"> Research conducted is beneficial for the needs of the region Research conducted is beneficial to the course development and revision.
4. KRA: Administration <ul style="list-style-type: none"> Key task: be responsible for consultation with students under one's group 	

POSITION DESCRIPTION

<ul style="list-style-type: none"> • Key task: provide online consultation for learners on Moodle • Key task: attend department, school and faculty meetings 	<ul style="list-style-type: none"> • Shows maturity and expertise during consultation • Is available for appointed real and virtual consultations • Attends and provides educated responses during section, school and faculty meetings
5. KRA: Professional Development <ul style="list-style-type: none"> • Key task: identify and participate in professional development opportunities 	<ul style="list-style-type: none"> • Shows initiative in professional development; attends opportunities where appropriate

TERMS & CONDITIONS

Salary: Band 1 - \$30,090.64 - \$36,576.43;

Band 2 -

Length of Contract: 3 years

Gratuity and Allowances: N/A

Other Benefits: _____

POSITION DESCRIPTION**POSITION SPECIFICATION****Qualifications (or equivalent level of learning)*****Essential***

- Postgraduate qualification in the Humanities, Social Science or allied disciplines.
- Formal tertiary teaching qualification or an aggregate of two years of teaching experience.

Knowledge / Experience***Essential***

- Excellent communication, interpersonal and organizational skills. A confident, competent and articulate person
- Self- starter
- Team player who can work in collaboration and compatibly with a large number of staff and students

Judgment, independence and problem solving

Judgement	<ul style="list-style-type: none"> • Makes objective, timely decisions using evidence and consistency.
Independence	<ul style="list-style-type: none"> • Works autonomously, seeks feedback, self-reflects and improves
Problem solving	<ul style="list-style-type: none"> • Identifies issues, proposes alternatives, decides based on context and impact.

APPROVAL

Supervisor name: _____

Supervisor's Signature: _____ Date: _____

ACCEPTANCE

Staff Name: _____ Staff ID: _____

Staff Signature: _____ Date: _____