

FORM 5.5.05A
POSITION DESCRIPTION

IDENTIFICATION

Position Title: Teaching Assistant in
Mathematics and Statistics

Position Number: LSM031

Section: School of Information Technology,
Engineering, Mathematics and Physics

Department: Mathematics and Statistics

Location: Laucala Campus

Category: Academic

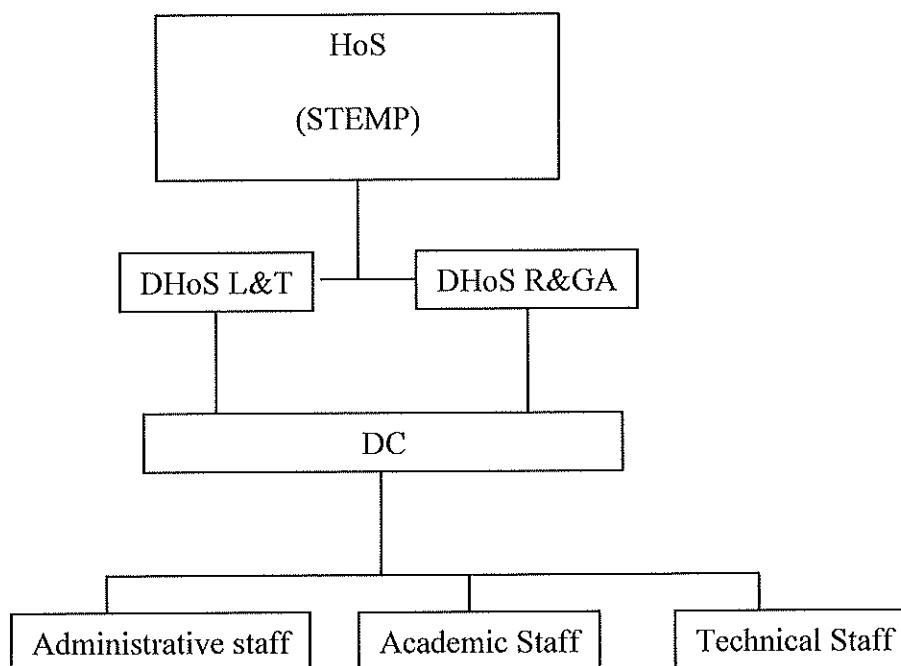
Current Incumbent:

Date of substantive appointment:

Reports To: HoS

Supervised by: Discipline Coordinator

ORGANIZATION CONTEXT



PURPOSE

The Discipline of Mathematics (MA) and Statistics (ST) in the School of Information Technology, Engineering, Mathematics and Physics (STEMP) offers MA and ST undergraduate and postgraduate programmes. The position is responsible for assisting the academics to conduct tutorials and labs in face-to-face, blended and online course delivery and assist in assessment markings. Teaching Assistants in MA and ST typically reports to the Discipline Coordinator and are supervised by the Head of School.

NATURE AND SCOPE

POSITION DESCRIPTION

This is a regular academic position in the MA and ST discipline of the STEMP. The appointee will be based at Laucala Campus, and will contribute to teaching undergraduate Mathematics and Statistics courses offered through face-to-face/online/blended modes. Duties include but are not restricted to running tutorial and lab classes, supervising and marking of the assessments, supervising and marking of the final exams, participating in outreach activities and other administrative tasks.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: Not Applicable (N/A) Indirectly: N/A Total Level of Costs: None

Limits of Authority:

Financial: None

Non-Financial: N/A

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

Internal • Head of School (HoS) • Deputy Head of School L&T (DHoS) • Discipline Coordinator (DC) • Academic and support staff • Other academic staff in related disciplines • ITS Staff	Purpose of contact • Teaching MA/ST lab and tutorial classes. • Engage in providing in-person and online teaching support. • Marking assessments including final exams. • Collaborations in teaching and research.
External • Printers/Suppliers, • Sponsors, • Present and past students	Purpose of contact • Liaising with relevant contacts for carrying out teaching, research and admin duties in the Pacific islands

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6, in total Key tasks: 4-5 tasks per KRA.

Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process)

Key Results Areas	% of Total Job	Actions/Strategies	Key Performance Indicators	Rank
Teaching	90	Teach classes i.e. tutorial and labs Maths & Stats courses and mark assessments. Supervise tests and final exams, and assist in final exam marking.	Students successfully complete their courses.	1
Administration and Community Service	10	• Help in accreditation process. • Carry out school/course admin work as delegated. • School outreach activities. • Membership of national/regional committees • Industry/School liaison.	• Effective engagement in course prioritization and program review exercise. • Member of committees as required. • Involvement in outreach activities as needed. • An effective relationship with the local/regional industry developed.	2

TERMS & CONDITIONS

Salary Range:

Length of Contract: 5 years renewable

Other Benefits: The University contributes 10% of basic salary to an approved superannuation scheme, provides inducement, airfare and relocation costs where appropriate.

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

Essential	Desirable
- For an appointment at Band 1, a Teaching Assistant is normally expected to have completed four years of tertiary study, including at the postgraduate level, in Mathematics or cognate discipline, and/or have equivalent qualifications and/or professional experience.	- Progressing towards attaining Postgraduate Certificate in Tertiary Teaching (PGCTT) or equivalent.

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ii) Professional experience may include teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contribution, and/or contributions to technical achievement. iii) For appointment at Band 2, a Teaching Assistant is required to have a Master's degree in Mathematics or cognate discipline.	
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Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
- Relevant knowledge and experience in the field of Mathematics and Statistics; - Experience in distance and flexible education, specifically in the area of online learning; - Demonstrate sound skills and be willing to work as a member of a dynamic team; - Teaching experience at tertiary level in the Pacific Islands; - Excellent written and oral communication skills; and - Demonstrated ability to work in a multicultural environment.	- Experience in distance and flexible education and evidence of working in a multi-cultural environment. - Teaching qualification

APPROVAL

Supervisor name: Prof. Bibhya Sharma

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: