Job Title: Online Tutor (Self-employed)
Course: MSc Engineering Management
Module: Engineering for Quality and Business Improvement (771686)
Key Contacts: Centre Head (CEG) and Module Leader (University of Hull)
Location: Remote
Start Date: September 2019 (15-week module)

The Company
Since 1952, Cambridge Education Group (CEG) has been delivering the highest quality academic, creative and English Language programmes, preparing thousands of students to progress on to the world’s leading universities.

In 2015, CEG added a new division to its portfolio – CEG Digital - which works closely with partner universities across the UK to enable them to offer part-time online courses to students around the world.

The Partnership
In 2018, the University of Hull and CEG Digital partnered to create Hull Online, a portfolio of flexible learning courses which equip students with valuable skills and knowledge, without interrupting income and career progression. All Hull Online programmes are developed and lead by University academics. We believe that effective online courses need to have high levels of tuition and support, and central to this is the role of the Online Tutor. We are looking to add to our roster of talented, self-employed tutors with the appointment of a tutor to the University’s online MSc in Engineering Management.

The Programme
Our MSc in Engineering Management recognises that to succeed in a competitive engineering environment, managers and aspiring leaders require practical knowledge of emerging management concepts, commercial awareness and the management tools necessary to support leadership and decision making to deliver high-quality results. Students will have the opportunity to develop an advanced understanding of the management principles and practices needed to progress in an engineering organisation. They will also apply techniques and practices such as lean thinking, quality improvement, project management, financial decision making and supply chain management to their current profession.

For this module, the Online Tutor will ensure students are equipped with the expertise to use and apply the concepts of ‘total quality’ and ‘design quality’ methods to manufacturing processes along with principles of lean manufacturing and business improvements.

Applicants must have experience and knowledge of engineering quality and product development processes along with business improvement philosophies such as lean and six sigma. They will be familiar with concepts such as total quality and right first time approaches and be skilled in the application of Design for X tools and techniques such as process capability, SPC and FMEA understanding the importance of continuous improvement within an engineering organisation.

The Tutor
Online Tutors play a central role in the day to day success and vibrancy of the Hull Online courses. Online Tutors are a consistent presence in the modules to which they are assigned, and will usually be the first point of academic contact for online students within the module.

As such, they need to combine skills in online moderation and facilitation, subject knowledge, a helpful and empathetic student-facing disposition, the ability to write and communicate online in a concise, clear manner, a high degree of digital literacy, and the ability to escalate and triage student queries which are outside their remit.

The online modules are chiefly asynchronous (i.e. conducted over time rather than live), so the Online Tutors are expected to log in and tend to the forum and challenge activities in the modules regularly, during the week and at weekends as required. There will also be synchronous (live) online conferencing sessions where tutors summarise a topic’s key points and give students feedback on their learning or work, taking into account different time zones. Tutors will support the academic team with marking, and assignment briefs and key dates will be provided in advance of module commencement.
Each Online Tutor will have a group of up to 30 students within a module. This is a flexible, part-time role; it is estimated that during a typical week each student group may take **approximately ten hours** of online tutoring although flexibility is required in order to accommodate busy periods such as assessment.

VLE training will be provided.

Each module is 15 weeks long, so depending on how many modules you work on and how many student groups you have, the work is flexible and can fit around any other academic and professional commitments. The work can be done remotely, from your own home and broadband-connected computer.

### Service Description
- Moderate (and assess where there is an assessed element) online discussions
- Facilitate online learning activities (e.g. moderate all online forums and challenge activities)
- Provide formative feedback to students
- Encourage students to engage with learning materials and collaborate, share and exchange ideas with peers
- First mark all formative assessment
- Refer student queries which are outside of their responsibilities (e.g. requests for extensions, pastoral issues, accessibility queries etc.)
- Meet online with the module leaders at regular points (usually weekly) to provide an overview of student progress
- Plan and host weekly webinars to discuss learning material and help prepare students for assessment
- To work within and actively support the policies, practices and academic framework of University
- There will be key dates and contact points that you will be required to adhere to which are driven by assessment dates in the course calendar. Full details will be provided prior to the module starting in relation to any key dates

### Work Experience
- Evidence of contemporary professional practice
- Experience of engineering and manufacturing and associated quality control and assurance
- An understanding of the principles and practicalities of online learning
- Experience of teaching students at HE level (desirable)
- Experience of facilitating learning in online, blended and face-to-face learning environments (desirable)
- Experience of working with and teaching in a Virtual Learning Environment (desirable)

### Qualifications
- A Master’s qualification (or PhD) in a discipline related to engineering with a bias towards design, manufacture and business improvement

### Skills
- Excellent digital literacy
- Able to moderate discussions and facilitate learning activities in a timely, knowledgeable and sympathetic manner
- Excellent interpersonal skills and ability to communicate effectively and confidentially, verbally and in writing
- Ability to work under pressure, maintain attention to detail and prioritise workload in order to meet deadlines
- Ability to work unsupervised and on own initiative as well as to work proactively as part of the team
- Ability to stay engaged with the industry and identify relevant trends