

Person Specification

This form lists the essential and desirable requirements to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Tutor

Ref No: DSL Tutor 24/25

Department: Digital Skills Lab, Student Learning and Personal Development Division

Accountable to: Learning Development Lead (Core Services)

Criteria	Essential / Desirable
Teaching and Training	
Experience in teaching, tutoring, coaching or learner support (not necessarily digital skills)	E
<i>Experience in digital skills teaching or training</i>	D
<i>Experience in adapting teaching/tutoring style to individual learner needs</i>	D
<i>Experience in online teaching, tutoring, coaching or learner support (not necessarily digital skills)</i>	D
Knowledge and Experience	
Experience using Excel to create formulae, charts, and to summarise and/or filter data	E
<i>Advanced skills in Excel</i>	D
<i>Advanced skills in Word</i>	D
<i>Advanced skills in PowerPoint</i>	D
<i>Fundamental to Intermediate skills in Power BI</i>	D
<i>A fundamental understanding of key topics used in quantitative and qualitative analytics</i>	D

Criteria	Essential / Desirable
Communication	
Ability to communicate technical concepts clearly and effectively to learners at different skill levels	E
Experience in communicating promptly with a manager or supervisor	E
<i>Experience using active listening or questioning techniques to assist others</i>	D
Teamwork	
Experience of working in a small team	E
<i>Experience in working collaboratively with team members to solve problems</i>	D
<i>Experience in collaborating remotely with team members</i>	D
Initiative and Problem Solving	
<i>Ability to solve technical/IT problems independently</i>	D
<i>Ability to analyse working processes and suggest improvements</i>	D

To apply, please send your CV and covering letter detailing how you meet the criteria in the person specification to Digital.Skills.Lab@lse.ac.uk.

Closing date for applications: 23:59, Sunday 15 September 2024

Interviews: 18 – 20 September 2024

Start date: 23 September 2024

Pay: c. £19.45 / hour

Average Hours per Week: 5-10