

Job Description

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the School, in consultation with the post holder.

Appointments will be made based on your application and interview.

Job title: Tutor

Ref No: DSL Tutor 22/23

Department: Digital Skills Lab, Academic and Professional Development Division

Accountable to: Learning Developer (Productivity and Collaboration Tools)

Job Summary

Working as part of a team, the post holder will deliver digital skills training courses, support drop-in sessions, and proctor professional certification exams for students and staff at the LSE. Courses are conducted as supervised practical workshops, either in person or online, in which Tutors aid learners and answer questions while participants work through task-based projects.

Applicants must have excellent communication skills and previous experience in teaching or tutoring is essential. Some experience with Excel is essential; in-depth knowledge of Excel, Word and PowerPoint or HTML and CSS is desirable. Applicants with strong teaching or tutoring skills who lack prior in-depth technical knowledge are still encouraged to apply, as we will provide all successful candidates with technical training prior to starting work.

Please note that hours of work will need to be flexible and may include some evening and weekend work.

Specific Responsibilities of the role:

Teaching and Training

1. To supervise digital skills practical training sessions, drop-ins, and professional certification exams for students and staff at the LSE.
2. To help learners resolve problems they encounter while working through training tasks.
3. To explain clearly and concisely technology related concepts to learners at different skill levels.
4. To work with learners to find solutions to their digital skills learning objectives.

Knowledge and Experience

1. To have experience in teaching, tutoring, or coaching (not necessarily in digital skills).
2. To be familiar with the skills development opportunities provided by the Digital Skills Lab, LSE LIFE, LSE Careers, and services offered by Digital Technology Services.

Teamwork

1. To work alone, or in teams of two when supervising courses.
2. To coordinate cover of courses with other team members when needed.
3. To appropriately refer issues to the rest of the Digital Skills Lab team, when required.

Communication

1. To listen effectively to learners' questions
2. To communicate clearly and concisely with learners.
3. To be polite and friendly to learners and colleagues at all times.
4. To actively offer aid to learners during courses.
5. To use questioning techniques to guide learners to the correct answer.
6. To inform the Digital Skills Lab Administrator of any changes to availability and of any arrangements made for covering courses.
7. To inform the Digital Skills Lab Administrator of any problems encountered with the Digital Skills Lab programme.

Initiative and Problem Solving

1. To demonstrate an ability to learn new skills and find solutions to problems independently.
2. To actively participate in feedback sessions regarding improvements and/or developments to the relevant Digital Skills Lab programmes.

Flexibility

1. To carry out relevant duties, as may be reasonably requested by the Learning Developer (Productivity and Collaboration Tools).
2. To work evenings and weekends as previously agreed upon between the post holder and Learning Developer.