

## 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.

<b>Job title:</b> Tutor	<b>Ref No:</b> DSL Tutor 22/23
<b>Department:</b> Digital Skills Lab, Academic and Professional Development Division	
<b>Accountable to:</b> Learning Developer (Productivity and Collaboration Tools)	

Criteria	Essential / Desirable
<b>Teaching and Training</b>	
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
<b>Knowledge and Experience</b>	
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>A basic understanding of key technologies used in web design and usability</i>	D
<b>Communication</b>	
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

Criteria	Essential / Desirable
<b>Teamwork</b>	
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
<b>Initiative and Problem Solving</b>	
<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](mailto:Digital.Skills.Lab@lse.ac.uk).

**Closing date for applications:** 23:59, Sunday 13 November 2022

**Interviews:** 21 – 25 November 2022

**Start date:** Lent Term 2022

**Pay:** c. £18.35 / hour

**Average Hours per Week:** 5-10