Professional Skills Academic Tutor and Supervisor

Department: The York Management School

Hours of work: Part-time, 18.5 hours per week (0.5 FTE)

Contract type: Fixed term, 12 months

Salary: Grade 5, £25,941 - £31,866 per year (reduced pro rata)
Introduction

Following a period of sustained growth, and as part of significant further investment, we now have a number of positions as Professional Skills Academic Tutors and Supervisors at the University of York Management School (UYMS).

We have more than doubled our student population over the last four years and these posts reflect part of the substantial additional investment that the University is currently committing to UYMS. Drawing our student body from across the world we aim to stimulate excellence among our students and believe that personal professional skill enhancement is a vital ingredient in our pedagogy. At York, we place heavy emphasis on providing a high-quality student experience within a collegial environment.

The School is committed to delivering an outstanding experience for its students, which is reflected in its top position in the Russell Group in the National Student Survey for two of the last four years, together with excellent employment outcomes. The School sits in the top 15 Business & Management Schools in all three of the 2021 domestic league table rankings (Complete, Times, Guardian). The School runs teaching programmes at undergraduate, postgraduate and doctoral level and has recently launched three postgraduate online learning programmes. There are undergraduate degrees in; Accounting, Business Finance and Management, Business and Management, Actuarial Science and Marketing. The Masters Programme has taught degrees in Global Marketing, Accounting and Financial Management, Management, Management with Business Finance, Human Resource Management, and International Business and Strategy.

We are looking for Professional Skills Academic Tutors and Supervisors who can support students in their professional skills enhancement journey across UYMS’s taught programmes. You will support our academic staff by communicating on a one-to-one basis with our students to ensure that they are adequately supported. This is a vital role for us as it facilitates student engagement while ensuring that we know how students are progressing on their learning journeys, while instilling in students a sense of responsibility for their ongoing professional development.

Main purpose of the role

The role has two main purposes:

1) To provide and design professional development skills training across our UGT and PGT programmes and
2) To provide one to one academic supervision to our PGT students (Academic supervision meetings are a University compulsory requirement for every student to have at least once per term (non-UK students (Tier 4 visa) are usually required to have two per term).

The role holders will work alongside academic and writing skills tutors to provide comprehensive skills development support to our students. Overall, the ability to work on your own flexibly and on your initiative with minimal supervision is essential.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

● Professional skills training and tutoring (UGT and PGT):
  ○ Running seminars for relevant skills modules across the school (for example Skills for Professional Development module)
Designing dynamic teaching according to student needs on cross-school modules such as Skills for Management and Professional Development, Foundations of Business Ethics and similar.

- Liaising with academic staff to design and develop our professional skills support and teaching.
- Marking of assessments related to skills and similar modules.
- Relevant support for modules including attendance where necessary at school itching committees, Board of Examiners etc.

- **One to one academic supervision (PGT):**
  - Support, signposting, helping with university systems (academic and skills based) for an allocated group of PGT supervisees.
  - Proactively contacting students (by phone/e-mail) and responding to their emails.
  - Advising on module selection, programme changes, visas, wellbeing, accommodation, leave of Absence, Exceptional Circumstances, assessments.
  - Providing references for students and keeping accurate records of your meetings.

- Where relevant tutors may be asked to supervise PGT dissertations/projects.
- Where relevant tutors may be asked to take on relevant citizenship and leadership roles.
**Person specification**

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree or equivalent</td>
<td>Essential</td>
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<tr>
<td>Appropriate academic professional and teaching qualification</td>
<td>Desirable</td>
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**Knowledge**

- Knowledge of all MS Office applications, particularly Word, Excel, Access and PowerPoint and Google docs. Knowledge of Zoom.
- Sound knowledge of the needs of International Students
- Knowledge of supporting Postgraduate students

**Skills, abilities and competencies**

- Excellent organisation and time management skills with the ability to work confidently and accurately with little supervision
- Able to use IT relevant to the role including office packages, Zoom, Evision with accuracy particularly around data entry
- Excellent verbal, written and listening communication skills
- Professional Skills teaching experience

**Experience**

- Experience of working in Higher Education in a professional support or service role
- Substantial experience of supporting individuals, including signposting
- Experience of working with students

**Personal attributes**

- Able to work positively and collaboratively with people at all levels within and outside the University
- Professional, helpful and approachable attitude with a diplomatic, confident and efficient manner
- Personal commitment to high quality service provision
- Highly motivated and proactive with a willingness to take responsibility for actions
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<th>Requirement</th>
<th>Requirement Status</th>
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<td>Demonstrate creativity in identifying solutions to challenges and creating new initiatives</td>
<td>Essential</td>
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<td>Excellent English language skills</td>
<td>Essential</td>
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<td>Ability to communicate with others in a friendly and professional manner</td>
<td>Essential</td>
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<td>Experience of working with people from diverse/international backgrounds</td>
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<td>Experience of working with confidential information</td>
<td>Essential</td>
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