MSc Data Science Online Tutor - Job Specification

1. University of London and Goldsmiths

University of London

1.1 The University of London is the world's oldest provider of academic awards through distance and flexible learning, dating back to 1858, when the University of London was awarded a Royal Charter by Queen Victoria.

1.2 Today, students of the University of London's distance and flexible learning programmes study from a suite of 100+ academic programmes, with some taking the award through self-study or through support from local teaching centre.

1.3 The University's distance and flexible learning provider is the world's largest classroom, with 50,000 students worldwide, and over 1.4 million learners on the Coursera online platform for MOOCs (Massive Open Online Courses) and degrees, bringing this global reach to 1.4 million people around the world, covering more than 180 countries

Goldsmiths, University of London

1.4 Founded in 1891, Goldsmiths is world-renowned for teaching and research in creative, cultural and computational disciplines. Goldsmiths encourages students to explore ideas, challenge boundaries, investigate fresh ways of thinking, and stretch themselves intellectually and creatively.

1.5 The Department of Computing at Goldsmiths is driven by a view of computing that captures this spirit. Goldsmiths believes that studying Data Science is learning by doing and experimenting. The department uses a hands-on, project-based style of teaching for a range of topics from computer and data science all the way through to art, music, social science and journalism.

1.6 This ethos has created highly interactive degrees, which make use of the latest technology and education.

2. Background to the role

2.1 University of London programmes, delivered through distance and flexible learning, are administered by the University while the syllabus, teaching materials, and assessment structures are provided by a college of the university or by a consortium of colleges.

2.2 The materials for the MSc in Data Science (and related degrees) are produced by Goldsmiths, loosely following the on-campus syllabus.

2.3 Every student registered on these programmes is either registered at a teaching centre or supported online (known as web-supported). The Online Tutor is the main means of providing the online support.

2.4 Online Tutors are appointed to work on specific modules.

2.5 The Online Tutors are in regular contact with the Module Leader to ensure that the tutor groups work well and consistently.

2.6 Each module is delivered over a period of 22 weeks and Online Tutors will be appointed per session for a group of up to 50 students.

2.7 The Online Tutor will be able to access online tools monitoring students' completion and achievement during their studies.

2.8 The Online Tutor will play an important part in the provision of feedback for students on formal summative assignments during the session of study. The Online Tutor will be expected to engage with students in discussion forums and scheduled individual interventions.

2.9 Online Tutors work with University of London Student Relationship Managers to provide a framework of support and feedback to students and identifying and intervening with students identified 'at risk' of non-completion of their studies.

3. Duties

Assessment duties (for web-supported and teaching centre supported students)

3.1 to provide dedicated online feedback and marking of all items of coursework for the module, (as per the Marking Guide to be provided by the Module Leader) and to moderate a sample of responses to auto-graded summative tasks:
- for approx. 50 web-supported students per module
plus
- for approx. 50 students studying at a teaching centre per module, subject to demand

3.2 to assign provisional marks for coursework using the published marking criteria and marking scales;

3.3 to sample second mark assigned coursework using the published sampling and marking criteria and marking scales and to review any discrepancies with the first marker;

3.4 to ensure marking across all scripts and auto-graded summative tasks is consistent and aligns with the programme's marking scheme and expected outputs.

3.5 to ensure that students' approach to all summative work complies with the University's assessment rules and regulations.

These assessment duties are also noted in the Guidelines for Examinations. The Guidelines for Examinations are available at https://london.ac.uk/support-examiners

Operational duties (for web-supported students only)

3.6 to provide at least 25 hours in total of scheduled online tuition during the Module:
- To be the first point of contact for all academic queries on the Module;
- To work with scheduled interventions linked to continuous summative assessment hard and soft deadlines
- To moderate samples of auto-graded summative tasks to ensure accuracy and consistency of delivery and completion;
- Working with the Student Relationship Manager, to decide upon and provide proactive support for students identified 'at risk' of non-completion of their studies;

- To provide proactive subject area communication to students through tools on the Virtual Learning Environment (VLE);
- To communicate with students at key points of the student journey in the Module, including a welcome message at the start of the Module, a preparation message prior to the dates for the submission of each item of coursework (hard and soft), completion of auto-graded summative tasks and final assessment (project or examination);
- To run tutorial webinars for students
- To periodically monitor, and answer questions on, a student forum
- To liaise, regularly, with other Online Tutors and the Module Leader
- To develop initiatives for the enhancement of student support; and
- To coordinate student feedback on the Module to facilitate the completion of a Module review led by the Module Leader at the end of each Module.

4. IT Requirements

4.1 You will be required to have the minimum specifications for students on the module you are supporting. This will normally include:
- Access to a personal computer;
- A secure and reliable access to the internet;
- Ability to use email for communications;
- Access to the University of London Portal, which will provide access to the necessary software tools (including plagiarism detection software); and
- Ability to use online discussion forums and moderate discussion threads between students.
- A computer with a microphone that will run webinar software effectively.

5. Tutor Benefits

5.1 The tutor benefits include:
- Online training and opportunities for skills development;
- Being part of a global community of tutors;
- Flexible working and remuneration for each module of study per session (see appendix 1 and 2).

6. Person Specification

PERSON SPECIFICATION		
EXPERIENCE	**Essential**	**Desirable**
Experience working in a Higher Education institution		X
Teaching or teaching assistance	X	
Working collaboratively	X	
A proven record of punctuality and the ability to manage time	X	
Pastoral student care	X	
Ability to work independently and to meet set deadlines	X	
Moderating online communities		X

TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE (RELEVANT TO THE LIST OF MODULES IN APPENDIX 2)	Essential	Desirable
Capability to use learning technology tools in teaching and supporting students and communicating effectively with students online	X	
Good written and spoken communication skills in the English language	X	
Programming skills, ideally in Python	X	
Evaluating the work of others / marking student work	X	
Data programming in Python		X
Mathematics and statistics for data science		X
Machine learning		X
Big data analysis		X
Data visualisation		X
Data science research topics		X
Blockchain programming		X
Mathematics of financial markets		X
R for data science		X
Financial data modelling		X
Artificial Intelligence		X
Natural language processing		X
Neural networks		X
Social networks and graph analysis		X
EDUCATION / PROFESSIONAL QUALIFICATION	**Essential**	**Desirable**
Good undergraduate degree in Data Science or a cognate discipline	X	
Postgraduate degrees in Data Science or a cognate discipline		X
Certificate in Education, preferably Higher Education		X
PERSONAL QUALITIES	**Essential**	**Desirable**
Commitment to high-quality support and fostering a positive learning environment for students.	X	
Willingness to work in a global community of tutors	X	
The willingness to work with students from diverse educational, cultural, levels of disability and from diverse age groups;	X	
An appreciation of the challenges of online learners and willingness to support through an online virtual learning environment and associated technological tools	X	
A flexible approach to working patterns and provision of support and accessible to students at dedicated times during the session of study	X	
Commitment to the University's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.	X	
A commitment to personal staff development.	X	

Appendix 1

Online Tutor Module Remuneration

Flat fee per session of study - £1,291.60

- In addition, a fee will be received for Coursework/Exam marking and providing personalised feedback to each submission. For further details on these fees see the 'Payments to Academic Contractors' document found here - https://london.ac.uk/support-examiners

Appendix 2

MSc Data Science (and related degrees) modules:

Module (15 credits unless indicated otherwise)
Data programming in Python
Mathematics and statistics for data science
Machine learning
Big data analysis
Data visualisation
Data science research topics
Blockchain programming
Mathematics of financial markets
R for data science
Financial data modelling
Final project (30 credits)
Artificial Intelligence
Natural language processing
Neural networks
Social networks and graph analysis