

**MSc Data Science
Final Project Supervisor Online Tutor Job Specification**

1. Background to the role

- The MSc Data Science programme, offered through distance and flexible learning, is delivered and administered by the University of London.
- The materials for the MSc in Data Science (and related degrees) are produced by Goldsmiths, loosely following the on-campus syllabus.
- The programme is delivered online via at the Virtual Learning Environment (VLE) platform.
- Each module is delivered over a period of 22 weeks (April – September; October – March) Online Tutors are appointed to support a group of up to 20 students within a study session.
- Students opt to study either fully online (web-supported), or via a Recognised Teaching Centre. Online Tutors are appointed to provide academic support to web learners. Tutors also play an important part in the provision of feedback on formative and summative assignments for all students during the session of study.
- Online Tutors are in regular contact with the Module Leader to ensure that the tutor groups work well and consistently.
- The Online Tutor will engage with students through discussion forums and be able to access online tools to monitor students' completion and achievement during their studies. Furthermore, the Online Tutor will liaise with the University of London Progress Team to implement a comprehensive framework of academic support, feedback, and early intervention for students identified as being at risk of non-completion.

2. Duties

Assessment duties

- To provide thorough and timely online feedback and marking of all formative and summative assessments within the module, in accordance with established deadlines, as per the Marking Guide to be provided by the Module Leader.
- To provide online feedback and complete the marking of all coursework, including the final assignment, in accordance with the Marking Guide (provided by the Module Leader), for approximately 20 web-supported students and up to 20 teaching-centre students per module, subject to demand.
- To assign provisional marks for coursework using the published marking criteria and marking scales.
- To ensure marking across all scripts and automatically marked tasks are consistent and align with the programme's marking scheme and expected outputs.
- To ensure that students' approach to all summative work complies with the University's assessment rules and regulations.
- All comments and feedback recorded by an Online Tutor about the performance of a candidate in coursework, whether on the script or elsewhere, may be requested by a student making a subject access request (see Guidelines for Examinations, paragraph 4.5.11).
- These assessment duties are also noted in the [Guidelines for Examinations](#).

Operational duties (for web-supported students only)

- To provide approximately 25 hours of scheduled online tuition during the module.
- To be the first point of contact for all academic queries on the Module.
- To regularly monitor, and answer questions within 48 hours, on allocated tutor group forum.
- To provide weekly proactive messages to students throughout the study session to offer support and encourage discussions, and regular updates.
- To work with the Module Leader, Programme team and Student Progress Team, 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 VLE.
- To run synchronous webinars providing face-to-face teaching and feedback opportunities in line with the weekly activities noted in the Online Tutor Activity Schedule.
- To provide students with feedback on formative assessments.
- To work with scheduled interventions linked to continuous summative assessment hard and soft deadlines
- To liaise, regularly, with other Online Tutors and the Module Leader via appropriate discussion forums.
- 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.
- A full description of these activities can be found in the Module Leader and Online Tutor Roles and Responsibilities outlined in the Academic Team orientation module on the VLE and in the Online Tutor Activity Schedule which will provide detail per module.

3. IT Requirements

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;
- the ability to use email for communications;
- access to the University of London Portal and Virtual Learning Environment platform, which will provide access to the necessary software tools (including plagiarismdetection software);
- the ability to use online discussion forums and moderate discussion threads between students.

4. Person Specification

PERSON SPECIFICATION		
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>
Experience working in a Higher Education institution	X	
Teaching or teaching assistance and marking of assessments	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
<u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u>	<u>Essential</u>	<u>Desirable</u>
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	
Proficient programming skills, ideally in Python	X	
Experience of supporting project research of complex Data Science concepts by help students plan, manage, and complete their research within set timelines, while maintaining clear, supportive, and professional communication.	X	

Experience using virtual learning environments (e.g., Moodle, Canvas), conducting marking and providing feedback.		X
<u>EDUCATION / PROFESSIONAL QUALIFICATION</u>	<u>Essential</u>	<u>Desirable</u>
Postgraduate degree in Data Science or a cognatediscipline	X	
PhD in Data Science or a cognatediscipline	X	
Relevant industry experience		X
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>
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,	X	

cultural, levels of disability and from diverse age groups;		
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

