

JOB DESCRIPTION
International Cultural Experience (ICE) Tutors, Summer 2020
Vacancy Ref: N2335

Job Title: ICE Tutor	Rate of pay: £15.72 per hour inclusive of holiday pay, ca 65-70 hours in total
Department/College: Global Engagement	
Directly responsible to: Academic Coordinator Other key contacts: Global Experiences Officer, Global Experiences Manager, Summer Schools Administrative Staff, Student Ambassadors	
Major Duties: <ol style="list-style-type: none"> 1. To work with the Global Experiences team to successfully deliver a three-week international summer school in July and August. 2. To conduct regular one-hour seminars throughout the three weeks. The actual number of hours will be decided based on student numbers and may vary from week to week. 3. To offer an appropriate level of academic support to students outside of seminars, during the programme. This could include advising students via email, or in face-to-face appointments. 4. To follow the course syllabus as closely as possible. 5. To attend lectures and other learning sessions delivered by other staff. 6. To evaluate written and oral student assignments, projects and journals and to provide students with detailed formative and summative feedback in writing and face to face, as appropriate. This includes evaluating some student work after the end of the teaching period, which will be paid separately. 7. To complete all necessary preparatory and administrative tasks in a timely fashion. To attend meetings related to the programme. 8. Carry out other duties as the management team may require, consistent with the nature of the role. 	