



FACULTY OF LAW



The Future  
Reimagined

# Faculty of Law AUCKLAND PARK KINGSWAY CAMPUS

## Tutors Required - 2022

### Job Description:

- Subject-specific support, teaching and learning support, and student academic development
- Adherence to departmental rules and expectations
- Attendance of all meetings and orientation and training sessions as scheduled for tutors by both the Unit for Tutor Development and relevant academic department
- Record keeping of students who attend tutorials
- Continual marketing of tutorial and academic/psycho-social UJ support services
- Report delivery to the Unit for Tutor Development for programme monitoring purposes
- Individual consultations with students
- Compulsory or voluntary group sessions
- Administrative tasks regarding the process of tutoring
- Liaising with the course coordinator/lecturer responsible regarding the course framework and content
- Marking assignments and tests with departmental support and assessment criteria. Marking should only take up a small percentage of tutor duties. However, all assessments must be moderated by the lecturer concerned.

### Requirements:

- A senior undergraduate student, or a postgraduate student
- A comprehensive understanding of the subject and discipline to be tutored
- Understanding of students' learning needs
- Good administrative and organisational skills/time management
- Good presentation skills
- Good communication and interpersonal skills

SUBMIT COMPLETED FORMS VIA EMAIL TO: Ms Nokwanda Shabangu - [nokwandas@uj.ac.za](mailto:nokwandas@uj.ac.za)

For any queries or further information please contact Ms Nokwanda Shabangu - **011 559 2771**

**Closing date: 5 November 2021**

Interviews will be done virtually during December 2021 and January 2022

# 2022 TUTOR APPLICATION FORM: FACULTY OF LAW

## PART 1: PERSONAL DETAILS

Name:

Surname:

Student No:

ID number (SA Citizen):  or

Passport Number:

Study Permit attached?:  YES  NO

Year of Study (3rd, etc):  Degree:

Cell Phone Number:

Email Address:

Subject in which you would like to be a tutor:

**(Fill out and submit a separate form for each module you are applying for. Please note you may apply for a maximum of TWO modules only)**

	During Term	During Recess. Include dates here.
Address		
Phone Number		
Email Address		

## PART 2: EXPERIENCE AND GENERAL

1. What do you enjoy most about the module you are applying for?

2. What do you enjoy least about this module?

3. How does this module fit into your future career plans?

4. Motivate how you will be able to commit the required time to your tutor duties.

5. Describe the details of an experience you have had in assisting others to learn, especially those from disadvantaged backgrounds.

<b>Experience</b>	<b>Development of participation</b>	<b>Frequency of Assistance</b>

6. Describe your leadership experience to date.

<b>Type of leadership</b>	<b>Type of group</b>	<b>Time period</b>

7. Provide details of difficult situations in which your interpersonal skills assisted you.

<b>Situation</b>	<b>Skills used</b>	<b>Outcome</b>

8. Describe a situation when your interpersonal skills did not assist you.

Situation	Skills used	Outcome

9. What do you think are the advantages and disadvantages of becoming a tutor?

Advantages	Disadvantages

10. Please provide any further information you would like to add in support of your application for position of tutor.

11. Are you able to attend a day training session in January 2022?

### **PART 3: ACADEMIC HISTORY**

1. Tertiary education:

Institution (s):

## PART 4: ATTENDANCE OF TUTORIALS

1. Did you attend tutorials in your first year?  YES  NO
2. If YES, how many approximately?  sessions.  
If NO, go directly to section 5.
3. In which courses?

## PART 5: TUTORIAL ATTENDANCE

This section should only be completed by those applicants who have never attended TUTORIALS. You will be expected to attend A FEW TUTORIALS and note your observations before your application will be accepted.

1. Date:

Tutor Signature:

2. Comments on the session: