



*Department of Management*

## **EMPLOYMENT OPPORTUNITY!**

### **TUTORS 2011**

**Applications from senior management students and experienced tutors in management are invited for 2011**

#### **Applications:**

Please complete an application form, available from the Enquiries and Information counter, level 8, Commerce Building

Applications to be considered for semester **one** must be received no later than 4 February 2011 and will be considered and appointments made, right up until the start of lectures.

Applications for semester **two** should be received by 17 June 2011.

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# TUTORS 2011

Tutors are employed primarily to teach an assigned number of tutorials and to mark and return assessed work. They may also have to coordinate a group of tutors. Attendance to weekly meetings held by the Course Coordinator may also be required.

Hours will be negotiated by the supervisor and individualized as much as possible to suit the Tutor.

Tutors will normally have undertaken the paper they are applying to tutor in and have taken the paper at least two years prior AND have at least a B+ average in this paper.

The number of positions will depend on the number of tutorial streams.

Payment is on an hourly rate plus 8% holiday pay in lieu of annual leave, as follows:  
\$16.39 per hour for undergraduates and graduates of a 3 or 4 year degree, or  
\$20.24 per hour for graduates with a Masters degree

## Applications

Please complete an application form, available from the Enquiries and Information counter, level 8, Commerce Building to express your interest. Please indicate what semesters you are interested in working in.

Applications must be received no later than 4 February 2011 for semester one, and will be considered and appointments made, right up until the start of lectures.

Applications for semester two must be received by 17 June 2011. However we will take applications throughout the year so if you decide mid-year you want to Tutor – hand in a form!

All applicants will be notified in writing of the outcome of their application.

Successful applicants will commence work when tutorials begin (normally no earlier than the second week of the semester).

**If you require any further information please contact Kaye Jeffries (kaye.jeffries@otago.ac.nz), phone 479 8128.**

***Department of Management***

**APPLICATION FOR POSITION OF TUTOR (2011)**

***Name:***

***Address:***

***Contact phone:***

***Email:***

***Student ID:***

***Date of birth:***

(This information is used for Payroll purposes only – if your application is successful it is used to associate you with a Payroll number. If you are not comfortable supplying this, leave it blank)

**Management papers completed and grades gained to date (or attach a copy of academic record):**

***Study intentions for 2011:***

***Papers you would like to tutor in:***

**Are you available to work in (*please tick*):** Semester one:

Semester two: