



## Western Pacific University POSITION DESCRIPTION

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**OFFICE/DIVISION:** Office of the Vice President, Academic Affairs  
**POSITION TITLE:** Tutor in Mathematics (CHEFS)  
**POSITION NUMBER:** WPUFY014  
**POSITION CLASSIFICATION:** Academic/U2  
**JOB LOCATION:** Ialibu, Western Pacific University

**ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Mathematics Lecturer  
**Supervises:** None  
**Coordinates with:** Colleagues in Department

**JOB PURPOSE:**

The Tutor in Mathematics assists the Mathematics Lecturer in delivering high-quality instruction, fostering analytical thinking, and advancing mathematical knowledge through teaching, research, and academic service. The role supports student success and contributes to curriculum innovation in pure and applied mathematics.

**DUTIES AND RESPONSIBILITIES**

***Teaching & Instruction***

1. Assist the Mathematics Lecturer in delivering engaging lectures, tutorials, and workshops in areas such as algebra, calculus, statistics, discrete mathematics, and mathematical modeling.
2. Develop and update course materials, assessments, and digital learning resources.
3. Supervise undergraduate and postgraduate research projects.

***Curriculum Development***

1. Design and revise mathematics curricula to reflect current academic and industry trends.
2. Integrate technology and software tools (e.g., MATLAB, R, Python) into teaching.

***Research & Scholarship***

1. Conduct original research in pure or applied mathematics and publish in peer-reviewed journals.
2. Collaborate on interdisciplinary research projects and seek external funding.

***Student Support***

1. Provide academic advising, mentoring, and support to students.
2. Encourage critical thinking, problem-solving, and independent learning.

***Academic Service***

1. Participate in departmental meetings, committees, and quality assurance processes.
2. Contribute to outreach activities and community engagement in mathematics education.

## **REQUIREMENTS AND QUALIFICATIONS**

### ***Education***

1. Bachelor's degree in Mathematics, Applied Mathematics, or a closely related field.

### ***Experience***

1. Prior tutoring, teaching assistant, or peer-mentoring experience is preferred.
2. Strong academic record in mathematics coursework.

### ***Skills***

1. Solid understanding of core mathematical concepts and problem-solving techniques.
2. Ability to explain mathematical concepts clearly to students at different levels.
3. Basic proficiency in mathematical software and tools (e.g., MATLAB, R, Python) is an advantage.

### ***Attributes***

1. Passion for mathematics and helping students learn.
2. Patient, approachable, and supportive of student needs.
3. Ability to work collaboratively within the department.