

	<b>Tutor's Job Description</b>	Document No.: WCU/IMMS/JD/45	
		Edition No.: 01 Date of Issue: 01 May 2023 Revision No.: 00 Date of Revision: 00	Page: 1 of 4

## WESTERN CASPIAN UNIVERSITY

**APPROVED BY**  
Executive Vice-Rector  
Western Caspian University  
\_\_\_\_\_ Rashad Baghirov  
01 May 2023

### INTEGRATED MANAGEMENT SYSTEMS

**Instruction No.:** WCU/IMMS/JD/45  
**Title:** TUTOR'S JOB DESCRIPTION

Document Prepared By			Document Reviewed By		
Title/Department	Signature	Date	Title/Department	Signature	Date
Human Resources Department		01 May 2023	Authorized Representative		01 May 2023



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### 1. Job Responsibilities

The responsibilities of a tutor at Western Caspian University (WCU) include:

- Safeguarding students' rights and academic interests;
- Providing orientation on the credit system and familiarizing students with the university's academic procedures;
- Delivering all necessary academic information and documentation related to the teaching process;
- Offering guidance for the preparation of individual and working academic plans;
- Participating in the preparation and approval of students' individual learning plans and annual curriculum outlines for specific majors;
- Assisting students in modifying their individual academic plans;
- Supporting student mobility processes;
- Monitoring student indicators (attendance, activity scores, mid-term assessments, etc.) via course journals for the purpose of information dissemination;
- Participating in the organization of summer semester activities;
- Informing students' parents or guardians about academic performance when necessary;
- Registering applications submitted by students to the "Discount Committee" for tuition fee reductions and verifying the supporting documents.

### 2. Required Knowledge and Skills

A tutor must be knowledgeable about:

- State policies and regulations related to higher education and educational practices;
- The Law of the Republic of Azerbaijan "On Education";
- Effective communication and interpersonal skills with students;
- Executive Vice-Rector's orders, decisions, and directives;
- Basics of labor organization, internal disciplinary rules, occupational safety, technical regulations, sanitary norms, fire safety, and waste management protocols;
- ISO standards: ISO 9001, ISO 14001, and ISO 45001;
- Proficiency in MS Word, Excel, PowerPoint;
- Basic level of English language proficiency;
- Strong organizational, decision-making, and problem-solving competencies;
- Business communication and professional ethics.

### 3. Qualification Requirements

Candidates for the tutor position must hold a higher education degree in a relevant field and have at least one year of professional experience in the field.

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#### 4. Provided Tools and Resources

To fulfill their job duties, the tutor is provided with:

- **Information and Communication Tools:** Personal computer, calculators, access to internet and intranet services (internet connection, email services, file server access, etc.);
- **Organizational Tools:** Office furniture, communication tools (telephone, fax), printer, scanner, photocopier, and necessary stationery.

#### 5. Rights

The tutor is entitled to:

- Represent WCU in matters related to their field of responsibility as per established regulations;
- Receive appropriate resources and working conditions for performing duties, ensuring oversight and safety in their area;
- Report any workplace deficiencies to management;
- Participate in the development of WCU's annual and ongoing operational plans within their professional scope.

#### 6. Responsibilities

The tutor is accountable for:

- The comprehensive execution of assigned duties in accordance with the approved work and activity plan;
- Timely, efficient, and high-quality resolution of tasks delegated by university management and faculty leadership;
- Proper and timely execution of the duties and functions outlined in this job description and the employment contract;
- Adherence to internal regulations, occupational safety standards, technical and sanitary norms, and fire safety protocols;
- Compliance with the requirements for waste segregation and management during work processes;
- Maintenance and protection of the resources and equipment entrusted for task execution.

#### Acknowledgement

I hereby acknowledge that I have read and understood the above job description:

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**Name, Surname (Signature)**

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