Join the CAO pool of tutors

Cambridge University Press and Assessment and the University of Cambridge are calling for Expressions of Interest (EOI) for online course tutoring under their new partnership, Cambridge Advance Online. They are seeking subject matter expertise in the following disciplinary areas:

- Product Technology Roadmapping
- Bionanotechnology from Theory to Practice
- Research Commercialization and Technology Transfer
- Creativity, Problem Solving and Design Thinking
- Control Engineering
- Intercultural Business Communication and VUDA

The remuneration for delivering one course run of a 6-8 week course is £4000.00. The courses will run four times a year. The time commitment is approximately 10-12 hours per week, which is expected to reduce over time as tutors deliver more frequently. There will be additional remuneration for assistance in course design.

Teaching periods

Courses are run 4 times each year in the following teaching periods:

- January
- April
- June
- September

Please specify your availability in the application (if known).

Key responsibilities

- Manage a cohort of up to 30 online participants (external and internal participants).
- On-board participants.
- Manage group discussions.
- Moderate live sessions run by the Academic Lead.
- Lead live sessions (up to five sessions per course run).
- Monitor participation and progress of participants.
- Provide marking and feedback to participants within two weeks of course end date.

There is also an informative, compulsory three-week online training course to attend prior to the course delivery covering all aspects of the Cambridge Advance Online courses and technology.

Please submit your expression of interest letter (maximum two pages) and CV to advanceonlinetutors@cambridge.org specifying the course you are interested in. Also, please let us know if you are happy that we keep your CV on file for the future.

Selection Criteria

Consideration will be given to the following:
• demonstrated subject matter expertise
• postdocs or lecturers
• demonstrated flexibility and ability to adapt to different teaching modes.

In order to be considered you must:

• hold a minimum of a postgraduate degree, in an area relevant to the discipline in which you seek to tutor (or significant equivalent professional experience)
• have relatively recent experience with the course material or a demonstrated capacity to become familiar with the material in a short time frame
• be approachable and provide proactive, clear, helpful advice and feedback.

Thank you for your interest in tutoring. We look forward to receiving your expression of interest letter and CV.