

JOB DESCRIPTION

Job Title: Graduate Academic Assistant in Interiors

Ref No: ACI73

Campus: Hendon

School/Service: Design Department, Faculty of Arts and Creative Industries

Grade: 4

Starting Salary: £24,175 - £27,578 per annum inclusive Outer London Weighting

Period: Fixed term period of 22 months

Reporting to: Head of Department

Reporting to Job Holder: None

Overall Purpose: To provide support to academic colleagues and students in the Interiors Directorate and assist in promoting effective learning, teaching and assessment practices and/or to assist in research and knowledge transfer activities.

The role will provide support to other academic staff in some/all of the aspects of academic and studio practice in a variety of environments in Interior Architecture and Design. This could include support for student learning, teaching and assessment, research and/or knowledge transfer activities as well as academic administration duties and internal and external exhibitions and events.

Principal Duties: The responsibilities may include part or a range of the duties listed below, and will depend on the specific requirement of the department. Activities may vary during the course of the appointment.

Learning, Teaching and Assessment

Support discipline specific student learning, teaching and assessment under supervision of academics. This may include:-

- Supervise class activities including such as studio practical sessions, professional skill workshops, and technical workshop activities.
- Assist with activities such as public engagement, open days and conferences.
- Assist academic staff with the development of written and on-line learning resources through gathering and collating information, updating course materials in hard copy or online, photocopying and disseminating materials.
- Provide guidance based on published assessment criteria, on the preparation of assignments. Advise students, face to face and online, about study skills, statistical analysis, writing and presentation.

- Refer any welfare needs or concerns to a relevant member of academic or support staff.

Research and Knowledge Transfer

Support departmental research and knowledge transfer activity under the supervision of academic staff. This may include:-

- Assisting in the preparation of research bids and or project plans for knowledge transfer.
- Contributing to review of the literature or discipline based practices.
- Assisting with data collection using a variety of methods.

Administration

Support administrative processes within the department/service. This may include:-

- Assist with related administration tasks such as the collation of assessment and other data for review by the academic team.
- Assist in monitoring student attendance.
- Assist with field trips, invigilation and open days as required.
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
- The post- holder will be required to carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager and commensurate to the grade.
- The post-holder will actively follow Middlesex University's policies including Equality & Diversity policies.

Appropriate training will be provided to support the role and offer career development. The Graduate Academic Assistant will not be expected to be directly responsible for teaching, assessment, research or technical projects.

Hours: 35.5 hours per week, actual daily hours by arrangement.

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

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The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA:

Essential Requirements:

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

E.1 Academic qualifications in Interior Architecture and Design or a related field of study equivalent to a first or upper second class honours degree. (S)

E.2 Academic and/or professional experience relevant to the field of study. (S) & (I)

E.3 Engagement with current practice base or knowledge base of discipline. (S) (I) & (P)

E.4 Proven communication and presentation skills appropriate to the discipline. (I) & (P)

E.5 Effective organisational skills. (I)

E.6 Attention to detail. (I)

E.7 The ability to work independently and prioritise tasks. (I)

E.8 Ability to work as part of a team. (I) & (S)

E.9 The ability to work with a diverse range of staff and students. (S) & (I)

E.10 Demonstrate a commitment to the University's Equality and Diversity Policy. (S) & (I)

E.11 Competent IT skills specifically in spreadsheets and for data collection analysis. (S)

Fixed Term Contract: This temporary appointment is for the following allowable reason:

- The demand for this work is uncertain at the moment and it is unclear whether this post/work will be required long term, therefore, this appointment has a defined end date of 31st August 2021.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our Secondment Guidelines.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact David Fern, Director of Interiors Programmes by email on: d.fern@mdx.ac.uk or telephone (020) 8411 2808.