

Job Description

Job Title: Graduate Academic Assistant, Department of Psychology

Ref: SCT258

Campus: Hendon

Grade: Grade 4

Salary: £24,175 to 27,578 per annum including Outer London Weighting

Period: Two year, Fixed Term Contract

Reporting To: Head of Department

Role Summary

The role will typically be held by a recent graduate and/or postgraduate in Psychology. The applicant will be expected to be eligible for Graduate Basis of Registration with the British Psychological Society. The role will provide support to other academic staff in some/all of the aspects of academic practice in a variety of environments. This could include support for student learning, teaching and assessment, research and/or knowledge transfer activities as well as academic administration duties. The role will require assisting academic staff in seminars and workshops teaching research methods.

Job Purpose

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

Main responsibilities

The responsibilities may include part, or a range of, the duties listed below, and will depend on the specific requirement of the department or service. 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:

- 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.
- Supervise class activities including practical work .
- Refer any welfare needs or concerns to a relevant member of academic or support staff.
- Assist academic staff in the preparation of teaching and learning resources, materials and seminars that facilitate the transition from using SPSS to R based software.

Research and knowledge transfer

Support departmental/service 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, outreach activities and open days as required. Undertake other activities, as required and commensurate to the grade.
- Assist with monitoring R based software integration.

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

Person Specification

Post Title: Graduate Academic Assistant

Selection Criteria:

Essential requirements

Knowledge, Skills and Experience

- BPS accredited academic qualifications relevant to the field of study equivalent to a first or upper second class honours degree.
- Academic and/or professional experience relevant to the field of study.
- Engagement with current practice base or knowledge base of discipline .
- Proven communication and presentation skills appropriate to the discipline.
- Effective organisational skills and attention to detail with the ability to work independently and prioritise tasks.
- Ability to work as part of a team.
- The ability to work with a diverse range of staff and students.
- Working knowledge of advanced statistical packages.

Desirable

Knowledge, Skills and Experience

- Working knowledge of R studio.
- Working knowledge of tidyverse, R markdown and github.

Hours: 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

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.

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 using 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, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered. The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next ?

If you wish to discuss the job in further detail please contact Professor Tom Dickins, Deputy Head of Department, t.dickins@mdx.ac.uk. If selected for interview, you will hear directly from someone in the Department, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.