

Job Description

Job Title: Graduate Academic Assistant
Job Ref: BUS198
Campus: Hendon
Grade: Grade 4
Salary: £24,175 – £27,578 per annum, including Outer London Weighting

Period: 2 year Fixed Term

Reporting To: Head of Department (Accounting and Finance)

**Reporting to
Job Holder:**

Role Summary

The role will typically be held by a recent graduate and/or postgraduate in Accounting and/or Finance. 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.

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 all or some of the duties listed below, and 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, or assisting with setting up online-learning activities such as quizzes, etc
- Provide guidance to students, based on published assessment criteria, on the preparation of assignments. Support and advise students, face to face and online, about study skills, statistical analysis, writing and verbal presentations.
- Supervise class activities including practical work, in particular in relation to quantitative and qualitative research methods. This will involve supporting students during seminars and workshops, and may also include designing and leading 'catchup' workshops in research methods or theory.

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

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 or inputting of assessment and other data for review by the academic team, in particular in large modules
- Assist with field trips, invigilation and open days as required.
- Offer administrative support in areas relating to student experience, such as academic student societies, Programme Voice Groups, and other student initiatives in the department

Undertake other activities, as required and commensurate to the grade.

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.

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.

Person Specification

Post Title: Graduate Academic Assistant

Essential requirements

- Undergraduate degree in Accounting and/or Finance (preferably First Class Honours)
- Good understanding of Accounting and/or Finance theory
- Ability to support research methods learning and teaching, in particular in quantitative methods making use of SPSS and Excel
- Ability to work with a diverse range of staff and students
- Ability to work within a virtual learning environment using e-learning technology

Desirable requirements

- Completion or enrolment in a post graduate qualification in Accounting and/or Finance
- Understanding challenges facing students at Middlesex University
- Evidence of participation in extracurricular activities whilst undertaking undergraduate degree, i.e., Student Learning Assistant, Student Ambassador, Volunteering, Sport, summer internship and/or part-time work

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:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

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.

Closing date for receipt of applications: 12th February 2020

What Happens Next?

If you wish to discuss the job in further detail please contact Ms. Firoozeh Ghaffari (Head of Accounting and Finance Department): f.ghaffari@mdx.ac.uk.

If selected for interview, you will be advised by the School of Law usually within 3 weeks of the closing date.