

Job Description

Job Title:	Graduate Academic Assistant (3D Animation & Games)
Job Ref:	ACI97
Campus:	Hendon
Grade:	Grade 4
Salary:	£24,650 to £28,023 per annum (incl. Outer London Weighting)
FTE:	1FTE (or 2 x 0.5FTE)
Period:	22 months
Reporting To:	Head of Department

Role Summary

The role will typically be held by a graduate and/or postgraduate. 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 Animation. This could include support for student learning, teaching and assessment, research and/or knowledge transfer activities as well as academic administration duties and supporting internal and external exhibitions screenings and events.

Job Purpose

To provide support to academic colleagues and students in 3D Animation & Games 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 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:

- Supervise class activities, such as studio practical sessions, professional skill workshops, and technical workshop activities on campus and/or online.
- Assist with activities such as public engagement, open days, conferences.
- 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.
- 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.
- 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 consultancy activities with staff and students
- Assisting with data collection using a variety of methods
- Assisting in the preparation of research bids and or project plans for knowledge transfer
- Contributing to review of the literature or discipline-based practices

Administration

Support administrative processes within the department. 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.
- Undertake other activities, as required and commensurate to the grade.

General Duties

- To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- To actively follow Middlesex University policies including Equality & Diversity policies.
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
- Undertake other activities, as required and commensurate to the grade.

Additional Information

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.

Flexible working applications (including part-time working) will be considered.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

PERSON SPECIFICATION

Job Title: Graduate Academic Assistant (3D Animation & Games)

Job Ref:

The criteria, below, will be used to assess all potential candidates for this vacancy. The evidence provided and the examples given, showing how you meet each of the criteria in the person specification, will be used as part of the selection process.

Knowledge, Skills and Experience

Essential requirements

- Academic qualification(s) in 3D Animation & Games, 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
- Competent IT skills specifically in spreadsheets for data collection analysis
- Demonstrable commitment to fairness and the principles of equality and inclusion

Desirable requirements

- A sound knowledge of 3D and Animation Fundamentals as well as the role of life and observational drawing
- Candidates should have professional standard competency with at least two of the following software packages: Autodesk Maya, Zbrush, Substance Painter, Unity/Unreal Engine, Adobe After Effects
- Current and emerging 3D Animation & Games professional industry practice
- Good understanding of relevant social media platforms
- The ability to empathise and support 3D Animation students in their studies

What Happens Next?

You can submit an application through our jobs portal: jobs.mdx.ac.uk

If you wish to discuss the job in further detail please contact Jonathan Hodgson by email on: J.Hodgson@mdx.ac.uk.

If selected for interview, you will hear directly from someone in the Faculty of Arts and Creative Industries, usually within 3 weeks of the closing date.

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/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.

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