

Job Description

Job Title:	Graduate Academic Assistant – Media
Job Ref:	MPA129
Campus:	Hendon
Grade:	Grade 4
Salary:	£23,263 – £26,559 per annum (incl. Outer London Weighting)
Period:	22 months
Reporting To:	Head of Department, Media
Reporting to Job Holder:	None

Role Summary

The role will typically be held by a recent graduate and/or postgraduate. 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 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.
- Supervising class activities including practical work in specialist spaces which may include TV and Radio studios, Digital Media Workshops and screening rooms
- 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 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.

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 – Media
Job Ref: MPA129
Grade: Grade 4

Essential requirements

- Academic qualifications relevant to one or more of the disciplines in the Media Department, normally a First or Upper Second class BA (honours) degree
- Academic and/or professional experience relevant to the field of study
- Knowledge of and ability in high quality academic writing appropriate to undergraduate level
- Proven media production skills appropriate to supporting students in production and post production tasks
- Proven people and communication skills
- Presentation skills appropriate to Media disciplines, including technical proficiency relevant to Media fields
- 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

Desirable requirements

- Information design/data visualisation skills
- Knowledge of software packages including Photoshop, In Design, Excel
- Experience using collaborative tools online

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/aboutus/Location/hendon/directions/index.aspx>

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 post-holder 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 James Charlton, Head of Department, Media (j.charlton@mdx.ac.uk; 020 8411 6327).

If selected for interview, you will hear directly from someone in the Faculty. If you do not hear from us you may assume that your application was unsuccessful.