

## Job Description

<b>Job Title:</b>	<b>Graduate Academic Assistant</b>
<b>Job Ref:</b>	<b>ACI199</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 4</b>
<b>Starting Salary:</b>	<b>£28,840 per annum inclusive of Outer London Weighting rising to £32,335 incrementally each year</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.</b>
<b>Period:</b>	<b>9 Months - FTC</b>
<b>Reporting To:</b>	<b>Head of Department, School of Arts</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

### 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
- Supervise class activities including practical work
- 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.

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- To cover secondment

Therefore, this appointment has a defined end date of 9 months or when the substantive job-holder returns to the job, whichever is soonest.

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](#).

**Leave:** 30 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 (School of Arts)**

### **Essential Requirements**

Knowledge, Skills and Experience:

- 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
- Demonstrable commitment to fairness and the principles of equality and inclusion.

### **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <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.

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

**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.**

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 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 Brian Inglis, Associate Professor & Director of Programmes for Music, by email on: [b.inglis@mdx.ac.uk](mailto:b.inglis@mdx.ac.uk)