

## Job Description

<b>Job Title:</b>	<b>Graduate Academic Assistant</b>
<b>Job Ref:</b>	<b>HED345</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 4</b>
<b>Salary:</b>	<b>£23,263 - £26,559 per annum including outer London weighting</b>
<b>Period:</b>	<b>2 Year fixed contract</b>
<b>Reporting To:</b>	<b>Head of Education</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

### **Role Summary**

The post holder will be a recent graduate and/or postgraduate. The role will provide support to academic staff in some/all of the aspects of academic practice in a variety of environments within the Education Department. This could include support for student learning, teaching and assessment, research and/or knowledge exchange activities as well as academic administration duties. This post will support the personal/academic tutoring developments in the department and University.

### **Job Purpose**

This post will provide support for the primary team in practical teaching sessions such as science, art and design technology. The post holder will also support academic colleagues and students across the department by assisting with promoting effective learning, teaching and assessment practices (including practical classroom activities), personal tutoring 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 in setting up and clearing away class activities such as primary practical sessions and professional skills workshops
- assist with activities such as public engagements, open days, conferences and off-site student visits
- 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.
- Support the development of personal tutoring in the department.
- 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 exchange**

Support departmental/service research and/knowledge transfer activity under the supervision of academic staff. This may include:

- assisting in CPD and consultancy activities with staff and students
- assisting with data collection and recording using a variety of methods
- assisting in the preparation of research bids and or project plans for knowledge transfer
- contributing to the review of the literature or discipline based practices

### **Administration**

Support administrative processes within the department/service. This may include:

- assisting with related administration tasks such as the collation of assessment and other data for review by the academic team.
- assisting in monitoring student attendance.
- assisting 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 six extra University days taken in conjunction with Bank Holidays.

**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**

#### **Knowledge, Skills and Experience**

- Academic qualifications (ideally relevant to the field of study) normally equivalent to a first or upper second class honours degree.
- Academic and/or professional experience relevant to the education department
- Engagement with current practice base or knowledge base of some aspects of education
- 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 and for data collection analysis
- Experience in an education environment (can include work experience /observation/role undertaken whilst being an undergraduate)

**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](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: see job advertisement**

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Phil Barter by email on [P.Barter@mdx.ac.uk](mailto:P.Barter@mdx.ac.uk). If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.