DCU Business School

Teaching Assistants

Full Time Temporary Contracts – 9 Months Duration required from (August -Dec 2020) and (Jan to June 2021)

Overview

Dublin City University (www.dcu.ie) is a dynamic and innovative institution that is distinguished by both the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research activities has led to DCU’s consistent ranking among the world’s young universities. DCU is Ireland’s fastest growing university, and now hosts more than 17,000 students across its three academic campuses: (DCU Glasnevin Campus, DCU St Patrick’s Campus and DCU All Hallows campus).

DCU Business School

DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Role Profile

Applications are invited from suitably qualified candidates for the post of Teaching Assistant in DCU Business School. The School offers a number of graduate and undergraduate courses in the following indicative academic areas:

- Accounting
- Finance
- Economics
- Entrepreneurship
- Human Resource Management
- Management
- Marketing
- Strategic Management
It is proposed to appoint Teaching Assistants in some of the academic areas listed above to assist with the progression of curriculum review within the School and also for the Next Generation Management (NGM) module and associated activities. The positions will be full–time.

**Duties and Responsibilities:**

Teaching Assistants are important and essential members of the University’s academic community. Reporting to the Associate Dean for Teaching and Learning, the duties of the Teaching Assistant may include:

- Preparation of materials for, and delivery of, tutorials/ seminars/ discussion groups/ skills workshops both on line and in class
- Invigilation of in-class and on line tests/assignments
- Supervision of computer laboratory sessions
- Assisting in the marking of assessments (essays / assignments / presentations etc) under the supervision of a faculty member who has first and final responsibility for marking
- Dealing with student queries concerning module material – by meeting, email or online and under the supervision of a faculty member
- Assisting the module coordinator with the provision of feedback on assignments to students
- Assisting with student recruitment and School promotional activities, such as Open Day and other similar events
- Assisting with the orientation of first year students
- Any other teaching-related duties assigned by the Group Head or the Associate Dean for Teaching and Learning.

Note: The role does not include lecturing or having primary responsibility for the marking of examinations or assessments.

The role may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

**Qualifications and Experience:**

Candidates must hold a minimum of a 2.1 honours degree in a relevant discipline and will ideally be educated to postgraduate level.

**In addition, the successful candidate will have:**

- Strong communication and interpersonal skills
- A keen interest in student learning and be motivated to contribute to the successful running of the school.
- The ability to work as part of a team and on an individual basis.
- Dedicated to creating a safe and engaging learning environment for students.

**Mandatory Training:**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate. This post is subject to Garda Vetting.