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
- Economics
- Finance and Entrepreneurship
- Human Resource Management
- Management
- Marketing.

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:** 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
- Invigilation of in-class 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.
Candidates must hold a minimum of a 2.1 honours degree in a relevant discipline and will ideally be educated to postgraduate level. They must have good communication and interpersonal skills, be interested in student learning and be motivated to contribute to the successful running of the School.

**Type:** Full Time Temporary Contracts – 8 Months Duration split into two contracts (Sept-Dec 2019) and (Jan to June 2020)

**Salary scale:** Teaching Assistant €28,560 p.a. pro rata (i.e. €2,380 per month)

**Start date:** September 2019 (TBC)

**Application Procedure**
Application forms are available from the DCU Current Vacancies website at [http://www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel:+353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref # ST1236 Teaching Assistant – DCU Business School**

**Informal Enquiries** to Jonathan Begg, Faculty Manager, tel: 7007499, email jonathan.begg@dcu.ie. In your cover letter, please state which of the indicative academic areas is of most interest to you.

**Closing date:** Tuesday 25th June 2019.