



JOB DESCRIPTION

**Teaching Assistant
School of English
Faculty of Humanities and Social Sciences
12 Month Fixed-Term Contract (Full-Time)**

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The School of English, Dublin City University, is a research active and vibrant School with specialist knowledge in creative writing, children's and young adult literature, poetry, Irish Studies, and studies in the long-nineteenth century.

The School of English teaches into a number of undergraduate programmes (including the Bachelor of Arts Joint Honours (BAJH), the Bachelor of Arts Media Studies, and the Bachelor of Religious Education

programmes), two taught postgraduate programmes – Creative Writing (MACW), and Children’s and Young Adult Literature (MAHCL) – and a PhD programme. The School is also home to the Centre for Research in Children’s and Young Adult Literature and the Irish Centre for Poetry Studies. The School of English is committed to high-quality research and publications and supports its staff in such work.

Role Profile

Teaching Assistants are essential members of the University’s academic community. The School of English is now seeking to recruit a Teaching Assistant who will be assigned, in particular, to the MACW programme, but who will also contribute to the BAJH and MAHCL programmes, as and when required. The successful individual will have experience of supervising minor undergraduate and postgraduate research essays and dissertations, particularly in creative writing (playwriting).

The Teaching Assistant will work under the direction of the faculty members who have overall responsibility for the programmes and will report to the Head of School or a nominated faculty member. The purpose of the role is to provide assistance in the preparation, assessment and delivery of teaching and learning within the programmes. This post offers an attractive opportunity for personal development while working within an innovative and supportive environment.

Duties and Responsibilities

Duties and responsibilities attaching to the post include, but are not limited to the following:

Teaching Support

- Contributing to the delivery of the School’s teaching, particularly on the following modules: EL105/EL110 (Modern European and American Drama); EL301 (Research Seminar Option); EL324 (Advanced Creative Writing); EL3240 (Advanced Creative Writing); EL532 (Drama Seminar); EL533 (Reading like a Writer: Craft and Creativity); and, EL535 (Dissertation Module).
- Preparing materials for and delivery of lectures, tutorials, seminars, research seminars, discussion groups, skills workshops, etc.
- Supervision of in-class tests/assignments;
- Assisting in the organisation and marking of assessments (assignments/presentations/exams etc.) under the supervision of a faculty member who has first and final remit for marking
- Assisting the module coordinators with the provision of feedback on assignments to students;
- Assist with any additional administrative activities associated with teaching, assessment and supervision, as required by the School/programmes

Student Support

- Dealing with student queries concerning module material – by meeting, email or online, and/or under the supervision of a faculty member

External Engagement

- Assisting with student recruitment and Faculty promotional activities, such as Open Day and other similar events
- Assisting with the orientation the orientation of first-year students

Qualifications and Experience

The post holder will hold a primary degree (Level 8) or equivalent in a relevant discipline and be educated to postgraduate level and have sufficient knowledge of English literature, but particularly experience in creative writing (playwriting) and the teaching of same. 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. The successful individual will be technically skilled to assist with online learning.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)