



## Job Description

### **Teaching Assistant Faculty of Humanities and Social Sciences 11 Months 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.

#### **The Faculty of Humanities and Social Sciences**

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. This faculty is DCU's largest faculty, offering long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy and newer disciplines such as Media Studies, Journalism, Social Entrepreneurship, Translation Studies and

International Relations. The faculty also deliver online distance learning programmes to an Honours degree level in the humanities subject areas.

### **Role Profile**

Teaching Assistants are essential members of the University's academic community. The faculty is now seeking to recruit a Teaching Assistant who will be assigned to the distance learning BA programmes in the faculty. The Teaching Assistant will work under the direction of the faculty members who have overall responsibility for the programmes. The purpose of the role is to provide assistance in the preparation, assessment and delivery of teaching within the programme. This post offers an attractive opportunity for personal development while working within an innovative and supportive environment.

### **Duties and Responsibilities:**

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

#### **Teaching Support**

As directed by the Programme Chair and faculty, the successful individual will provide the following support:

- Preparing materials for and delivery of lectures, tutorials, seminars, discussion groups, skills workshops etc.;
- Contributing to the delivery of teaching by providing specific skills training;
- Assisting the Programme Chair with Loop activities and monitoring the provision of feedback on assignments to students;
- Uploading and maintaining all Loop pages associated with the programme including the online classrooms and the submission of assignments;
- Assisting in the organisation and collation of assessment marks (assignments / presentations etc.);
- 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

#### **External Engagement**

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

#### **Qualifications and Experience**

- The successful individual will hold a primary degree (Level 8) or equivalent in a relevant discipline and ideally be educated to postgraduate level in related area.
- The successful individual will have previous experience and sufficient knowledge of at least one of the following disciplines - English, Philosophy and History to contribute to the delivery of the faculty's undergraduate programme.
- Good communication, organisational and interpersonal skills

- Be capable of demonstrating an interest in student learning and motivation to contribute to the successful running of the programmes.
- The successful individual must have strong IT skills in order to support 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.