



## **JOB DESCRIPTION**

### **Teaching Assistant DCU Business School Fixed Term – 8.5 months**

#### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

#### **Overview of the department**

DCU Business School is a dynamic school whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused school which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

## Role Profile

Applications are invited from suitably qualified candidates for the post of Teaching Assistant at DCU Business School. This full-time campus-based role enables successful candidates to work within a dynamic interdisciplinary Teaching Assistant team to enrich the delivery of diverse pedagogies, teaching, learning and assessment approaches within DCU Business School. Building on educational best practices, the Teaching Assistant position will contribute to the transformative learning experience of the student body in the Business School.

DCU Business School will recruit a team of Teaching Assistants to provide cross-module support in the academic areas listed below. The School offers several graduate and undergraduate courses that deliver modules in the following indicative academic areas:

- Accounting
- Finance
- Economics
- Entrepreneurship
- Human Resource Management
- Management
- Marketing/Consumer Behaviour
- Strategic Management
- Business Analytics
- Research Methods

Please note the role is 8.5 Months in duration split into two contracts (Late August -Dec 2022) and (Jan to May 2023).

## Duties and Responsibilities

Teaching Assistants are important members of the University's academic community. The Teaching Assistant will work collaboratively with lead teachers to support student learning in a classroom setting. The role involves assisting with planning, organizing, and implementing instruction under the guidance of the lead teacher, and provide additional support to students who need it. The duties of the Teaching Assistant may include:

- Preparation of materials for and delivery of; tutorials/ seminars/ discussion groups/ in-class discussions and group skills workshops.
- Invigilation of in-class and online tests/assignments and supervision of computer laboratory sessions
- Assisting in the marking of a portion 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
- Facilitating the use of Loop (the school's Learning Management System (LMS\*)) to prepare learning materials, showcase student learning and to assist in uploading course material onto online course management tools.

*\*A LMS is an online integrated software used for creating, delivering, tracking, and reporting educational courses and outcomes. It can be used to support traditional face-to-face instruction and blended/hybrid and distance learning environments.*

- Supervision of computer laboratory sessions
- Assisting with first-year students' orientation and any other appropriate duties (such as collaborating on hackathons) assigned by a Group Head or the Associate Dean for Teaching and Learning.
- Perform other duties as assigned by the lead teacher, TA Coordinator or group head

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

### **Qualifications and Experience**

Applicants for the Teaching Assistant posts must:

- Hold a minimum of a 2.1 honours degree in a relevant discipline.
- Be enthusiastic about working with students in an educational and mentoring capacity.
- Be experienced with MS Office, Google Docs/sheets, and Excel, and can demonstrate administrative and organisational skills.
- Have excellent and clear communication skills.
- Contribute and collaborate as part of a multi-disciplinary and diverse team.