



**Teaching Assistant**  
**School of Mechanical and Manufacturing Engineering**  
**9 Month Fixed Term Contract**

## **Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

## **The Faculty**

The Faculty of Engineering and Computing is home to the Schools of Computing, Electronic Engineering and Mechanical and Manufacturing Engineering and a number of large-scale world-class research centres, including: INSIGHT (Data Analytics), ADAPT (Digital Content Technology), Lero (Software Engineering), Entwine (Internet of Things) and I-Form (Additive Manufacturing).

The Faculty offers degree programmes at Bachelors, Masters and PhD levels, and its graduates are highly sought after by industry. It offers a supportive, innovative learning environment in classes and tutorial-style delivery, where its students have meaningful engagement with its research-active staff and also enjoy the experience in lab-based environments.

## **School of Mechanical and Manufacturing Engineering**

The DCU School of Mechanical and Manufacturing Engineering considers teaching activities as central to its mission. The School currently offers NFQ Level 8 undergraduate BEng programmes in Mechanical and Manufacturing Engineering as well as in Mechatronic Engineering and Biomedical Engineering. Additionally, It delivers highly innovative NFQ Level 9 Masters' programmes in each of the areas of Manufacturing, Mechatronics and Biomedical Engineering.

The School's teaching activities are informed by a diverse range of pioneering and state-of-the-art research activities which also provide a supportive and enriching environment for its numerous PhD students.

## **Role Profile**

Teaching Assistants (TAs) are essential members of the University's academic community. The successful candidate will be assigned to the School of Mechanical and Manufacturing Engineering and will assist with the hybrid delivery of its taught undergraduate and postgraduate programmes. This post offers an attractive opportunity for personal development while working within an innovative and supportive environment

## **Duties and Responsibilities**

Reporting to the Head of School the successful candidate will:

- 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 remit for marking
- Dealing with student queries concerning module material – by appropriate communication channels 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
- Research activities
- Any additional administrative activities associated with teaching and supervision, as required by the School/Programme
- Carry out administrative and assessment duties linked with the post and such other duties as assigned from time to time by the Head of School/nominee.

## **Experience & Qualifications**

Candidates will hold a minimum of a 2.1 honours degree (Level 8) in a relevant discipline and will ideally be educated to postgraduate level. They must have good communication and social skills, be interested in student learning and be motivated to contribute to the successful running of the School.

## **Mandatory Training**

The postholder 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.