



## **JOB DESCRIPTION**

### **Teaching Assistant**

#### **School of History and Geography**

#### **Faculty of Humanities and Social Science**

#### **Fixed Term Contract of 9-10 Months**

### **Dublin City University**

Dublin City University [www.DCU.ie](http://www.DCU.ie) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **The School of History and Geography:**

The School of History and Geography is an ambitious, research-intensive School in the Faculty of Humanities and Social Sciences. The combining of History and Geography has created a School that is unique in Ireland in its interdisciplinary range and research potential, and that is well positioned to play a leading role, nationally and internationally, in the disciplines of History, Geography and Irish Studies. Both History and Geography are offered on the Bachelor of Arts: Joint Honours programme, where they are consistently among the most popular subjects. In 2021-22, the School will admit its first cohort of students on its new BA in Climate and Environmental Sustainability. The School also teaches History on

the Bachelor of Religious Education and History, and contributes to the B.Ed (Primary). At postgraduate level both subjects offer a PhD programme; the School delivers an MA in History and contributes to the MSc in Climate Change: Policy, Media and Society. The School has a growing and dynamic postgraduate community.

### **Role Profile**

Teaching Assistants are essential members of the University's academic community. The School of History and Geography is now seeking to recruit three Teaching Assistants who will be assigned to the BA programmes on which the School teaches. The Teaching Assistants will work under the direction of the faculty members who have overall responsibility for the programmes. The purpose of the role is to provide support 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. Teaching Assistants will occupy the role for a maximum of two academic years only (two contiguous 10-month contracts).

### **Duties and Responsibilities**

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

#### **Teaching Support**

As directed by the faculty member, the Teacher Assistant will provide the following support:

- Preparing materials for and delivery of lectures, tutorials, seminars, discussion groups, skills workshops etc.
- Contributing to the delivery of the School's teaching by providing specific skills training
- Assisting the module coordinator with the provision of feedback on assignments to students
- Assisting in the organisation and marking of assessments (assignments / presentations etc.) under the supervision of a faculty member who has first and final remit for marking
- Any additional administrative activities associated with teaching and supervision, as required by the School/Programme

#### **Student Support**

- Dealing with student queries concerning module material – by meeting, email or online, and 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 of first year and second year students

#### **Qualifications and Experience**

Candidates will hold a primary degree (Level 8) or equivalent in a relevant discipline, will ideally be educated to postgraduate level and have sufficient knowledge of relevant discipline (History and Geography) to contribute to the delivery of the School's undergraduate programme. 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. The successful candidate will be technically skilled to support online learning.

#### **Mandatory Training**

The post holder 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 required.