



## **JOB DESCRIPTION**

### **Teaching Assistants DCU Business School**

**Full Time Temporary Contracts – 9 Months Duration split into two contracts (August -Dec 2021)  
and (Jan to June 2022)**

### **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.

### **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 in DCU Business School. The School offers a number of graduate and undergraduate courses in the following indicative academic areas:

- Accounting
- Finance
- Economics
- Entrepreneurship
- Human Resource Management
- Management
- Marketing
- Strategic Management
- Business Analytics

DCU Business School will recruit Teaching Assistants to provide cross-module support in some of the academic areas listed above, and also to support specific modules such as New Generation Management (NGM). Additionally, a Teaching Assistant will be appointed with a primary remit of supporting the work of our Learning Technologists, which includes enhancements to the functionality of Loop (our virtual learning environment), providing training and support to colleagues in key technologies (such as Loop and Zoom), and helping to progress continuous efforts to enhance teaching practice through the effective integration of technology in our modules. All positions will be full time.

**The start date for this position will be in August 2021.**

## **Duties and Responsibilities**

Teaching Assistants are important members of the University's academic community. Reporting to the Associate Dean for Teaching and Learning, the duties of the Teaching Assistant may include:

- Preparation of materials for, and delivery of, tutorials/ seminars/ discussion groups/ skills workshops both on line and in class
- Invigilation of in-class and on line 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 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
- Assisting with student recruitment and School promotional activities, such as Open Day and other similar events
- Assisting with the orientation of first year students
- Any other teaching-related duties assigned by the Group Head or the Associate Dean for Teaching and Learning.

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

## **Qualifications and Experience**

Candidates must hold a minimum of a 2.1 honours degree in a relevant discipline. 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.

**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.