

**JOB DESCRIPTION**

**Teaching Associate, OWT**

**Vacancy Ref: 0748-24**

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| **Job Title:** Teaching Associate, OWT |
| **Department/College:** Management School |
| **Directly responsible to:** Head of Department |
| **Supervisory responsibility for:** Students, Teaching Assistants for associated modules |
| **Other contacts** |
| **Internal:**  Department colleagues, Graduate Management School, and Management School colleagues and students, providers of student support services, the Library, ISS and central administration. |
| **External:**  Academic networks |
| **Purpose of the job:**  The post of Teaching Associate is to provide recently completed PhD students or those approaching completion, with an opportunity to gain valuable teaching experience and to polish their research for publication and launch themselves onto the academic job market. To this end the position serves the purpose of career development and we expect their tenure will be for one year. The Teaching Associate will undertake teaching, marking, module direction and academic administrative management activities within the Department - mainly in the provision of post-graduate tutorials and marking. The opportunity to provide lectures may also be available. Teaching activities are likely to be in one or more of the following subject areas: organisational behaviour, management, business ethics and sustainability, as well as research methods.  **Major Duties:**  **Academic**   * To fulfil academic duties such as postgraduate teaching, tutoring and marking, and supervision of assessed work and dissertations in appropriate areas of organisational behaviour, management, business ethics and sustainability, as well as research methods. * To contribute to the intellectual life of the department through participation in research workshops and seminars. * To develop and disseminate your own research outputs.   **Management & Quality**   * To take responsibility for modules and academic programmes as directed by the Head of Department * In conjunction with module convenors, ensure that modules are up to QAA standards. * Monitor and control the quality of learning on the different modules delivered. * Engage in the evaluation of teaching activities within the Department, with a view to strengthening educational capability in OWT.   **Other**   * Any other duties as deemed appropriate by the Head of Department |