### JOB DESCRIPTION

**Teaching Associate, Organisation, Work and Technology**

**Vacancy Ref: A3344**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Teaching Associate in Organisation, Work and Technology</th>
<th><strong>Present Grade:</strong> 6P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Organisation, Work and Technology</td>
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<td><strong>Directly responsible to:</strong> Head of Department</td>
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<td><strong>Supervisory responsibility for:</strong> n/a</td>
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**Other contacts**

**Internal** Students, Academic, Support & Research staff within the Department of Organisation, Work and Technology; Staff across the Faculty of Management; Academic and Support staff across the University.

**External:** Liaison with colleagues at our International Teaching Partnerships; with employers and student recruitment connections

### Major Duties:

1. As part of a teaching team, deliver a range of established lectures and seminars.
2. As part of a teaching team, develop own teaching materials, with guidance, ensuring that defined learning objectives are met.
3. Undertake assessment activities and provide appropriate feedback to support student learning.
4. Supervise Graduate Teaching Assistants to deliver seminars and/or assessment activities.
5. To take a substantial role in advising and mentoring undergraduate students.
6. To contribute to student recruitment activities (e.g. Applicant Visit Days).
7. To lead on the student mentor scheme and/or on the academic tutorial scheme.
8. To contribute actively and enthusiastically to the day-to-day running of the Department.
9. To perform other duties commensurate with the post and grade, as required by the Head of Department.