**JOB DESCRIPTION**
Teaching Assistant, Economics  
Vacancy Ref: A3414

**Job Title:** Teaching Assistant, ECONOMICS  

**Department/College:** Management School

**Directly responsible to:** Head of Department

**Supervisory responsibility for:** Students, Graduate 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 Part I and Part II undergraduate tutorial and lab classes. The opportunity to provide lectures may also be available. Teaching activities are likely to be in one or more of the following subject areas: microeconomics, macroeconomics, econometrics but participation in more specialised elective courses will also be possible.

**Major Duties:**

- To contribute to modules and support the Department of Economics teaching team to deliver the 2021-22 teaching programme.
- To create and curate digital learning objects to support the above activities.
- To support teaching team colleagues with design, delivery and grading of student assessment.
- To take on academic administrative tasks allocated by the HoD.
- To contribute to student tutoring and support.
- To undertake academic research and/or scholarly activity and to participate in the department’s research groups.
- To support the department in delivering student and research events, such webinars for students, public lectures etc.
- Any other duties as deemed appropriate by the Head of Department.