**JOB DESCRIPTION**
Senior Teaching Associate in Organisation, Work and Technology, Department of Organisation Work and Technology
Vacancy Ref: A3569

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Teaching Associate in Organisation, Work and Technology</th>
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<td>Present Grade:</td>
<td>7P</td>
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**Department/College:** Department of Organisation Work and Technology

**Directly responsible to:** Head of Department of Organisation, Work and Technology

**Supervisory responsibility for:** N/A

**Other contacts**

**Internal:** Colleagues within the Department of Organisation, Work and Technology and the Management School; colleagues at overseas campuses in China, Ghana and Malaysia; students; colleagues in other faculties; providers of student support; central administration; ISS; library

**External:** Adjunct contributors; business organisations; regional, national and international academic networks

**Major Duties:**
To develop undertake activities relating to education developments, student satisfaction and teaching within the Department of Organisation, Work and Technology.

Specific areas of activity include:

- To contribute to existing undergraduate and postgraduate (including executive) teaching in the Department of Organisation, Work & Technology through lecturing, tutorials, assessment and undergraduate and postgraduate supervision.
- To lead on and support on education and student satisfaction developments.
- To play an active role in student recruitment and conversion activities.
- To contribute to other Management School programmes (potentially including MBA teaching at Lancaster and teaching at overseas campuses).
- To contribute to the development, where appropriate, of new or revised courses and teaching modules in terms of structure, forms of delivery, methods of assessment, etc.
- To maintain a programme of scholarship commensurate with the time allocated to such activity
- Provide sabbatical cover for other academics’ teaching where necessary.
- To undertake any other duties (including administrative duties) as may be directed by the Head of the Department of Organisation, Work & Technology, as commensurate with the grade of the post.
- To participate in the life and work of the department, school and the university.