

University College London
JOB DESCRIPTION

Title: Post-Graduate Teaching Assistant (part-time)
Department: The Writing Lab
School of European Languages, Culture & Society
Reports to: Dr. María del Pilar Blanco
Grade: Grade 5, point 15

Main purpose of the job:

To work in a small team of writing tutors during the pilot run of the 'Writing Lab: A New Centre for the Enhancement of Undergraduate Writing Skills' in the 2011-12 academic year. The project will run 31 October to 2 November 2011 and 14 November to 15 December 2011 in the first term; 6 to 8 February 2012, and 20 February to 23 March 2012 in the second term.

Main duties and responsibilities:

1. To provide teaching assistance in the form of mentoring and tutorial sessions to undergraduate students seeking support with their academic writing skills
2. To schedule appointments at the Writing Lab
3. To update the Writing Lab Moodle page, as needed
4. To provide pastoral care and support to undergraduate students
5. To actively follow UCL policies, including Equal Opportunities
6. To maintain an awareness and observation of fire and health and safety regulations
7. To carry out any other duties commensurate with the grade and purpose of the post

All teaching staff are expected to demonstrate their ongoing commitment to teaching excellence. For more information on UCL standards go to:
<http://www.ucl.ac.uk/uk/excellence>

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person specification

1. Knowledge

Essential:

- Native or near-native knowledge of written and spoken English

2. Skills / Aptitudes

Essential:

- Articulate and effective academic writing skills
- A proven record of ability to assess academic work by undergraduate students
- Excellent problem solving skills, especially in the context of one-to-one contact with students
- Ability to work collaboratively
- A proven record of punctuality and the ability to manage time effectively

3. Qualifications

Essential:

- The successful candidate will be enrolled in the second or third year of a PhD programme in one (or more) of the areas of study taught by the School of European Languages, Culture and Society

4. Previous Experience

Essential

- Experience teaching in a modern languages environment

Desirable:

- Relevant teaching experience at university level
- Experience of setting and marking of undergraduate student assessment
- Experience of undertaking pastoral care of students
- Experience of working in and developing a team
- Experience of working within UCL's framework of policies and practices
- Experience of using Virtual Learning Environments such as Moodle

5. Personal Qualities

Essential:

- Willingness to work on a one-to-one basis with undergraduate students
- Commitment to high-quality teaching and fostering a positive learning environment for students
- Commitment to continuous professional development
- Commitment to offering students innovative services to help them with their undergraduate career
- Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

How to Apply

To apply for this position please email your CV and two writing samples (maximum 5000 words) to Rachel Anderson, rachel.anderson@ucl.ac.uk
Please send everything either as PDFs or as Word documents.

Informal enquiries about the position may be emailed to to Dr María del Pilar Blanco, maria.blanco@ucl.ac.uk

The closing date is 31st May 2011.