



## ACADEMIC SUPPORT MENTOR

<b>Department:</b>	Electronic and Electrical Engineering
<b>Reports to:</b>	PGTA Coordinator
<b>Part-time:</b>	Part-Time
<b>Contract:</b>	As and when
<b>Salary scale:</b>	Grade 6
<b>Salary:</b>	From £15.01 per hour inclusive of London Allowance, depending on experience
<b>Starting date:</b>	1 <sup>st</sup> October 2019 or nearest possible date.

**Application Deadline: 6<sup>th</sup> September 2019**

The Academic Support Mentor provides support to the Teaching Leads of the academic writing workshops for the Masters (MSc) programmes in the department of Electronic and Electrical Engineering (EEE). Mentors will support academic staff running the workshops for approximately 100 MSc students with each mentor providing follow-up support in smaller tutorial sessions. The workshops are delivered over Terms 1 and 2 and are aimed at providing our MSc students with the necessary academic and research writing skills in preparation for their MSc project. We are looking for candidates educated to at least Masters level in an Engineering and/or Science discipline who have excellent knowledge of what is involved in academic and research writing and have outstanding English and grammar skills. The Mentor will also provide pastoral care to students, the majority of whom are overseas students and might encounter challenges adapting to a different culture and academic style.

### DUTIES TYPICAL OF THE ROLE

To be an Academic Support Mentor, you will be expected to:

- Be available for an initial briefing in September.
- Complete a training session at the start of Term 1. You must be available for the training session to be on the programme.
- Attend the scheduled workshops and provide support on a weekly basis.
- Arrange follow-up one-to-one support sessions with the allocated group of students after each workshop.
- Engage in marking short pieces of coursework and providing relevant feedback to students, to guide them in their work.
- Complete attendance reports.
- Monitor the submission of student work, ensuring that assignments are appropriately marked (working closely with the teaching leads) and feedback returned to students;
- Engage in the collection of evaluation data and student feedback to enable course reviews and improvement.
- Undertake training courses as deemed necessary by the teaching leads.
- Arrange optional social events for the students in your allocated group.

### Other Duties

- At all times, the Mentor must follow UCL and Departmental policies including Equal Opportunities, Race Equality, Fire, Security, Health and Safety and so forth.

**NOTE:** The post-holder may also be required to carry out any other duties that are within the scope, spirit and purpose of the job, the title of the post and its grading.

## **PERSON SPECIFICATION**

The post will suit a research degree student or post-doctoral researcher, working on or with a background in Engineering or Science. The successful applicant will have the following essential skills, and preferably also the desirable skills listed below.

### **ESSENTIAL**

- Be educated at least to Masters level in a technical (engineering / science) subject with strong academic performance;
- Demonstrate outstanding English language and grammar skills;
- Demonstrate outstanding academic writing and communication skills;
- Be approachable and proactive in supporting others;
- Be reliable, responsible and able to use initiative;
- Be self-motivated and demonstrate competency in the fulfilment of administrative tasks;
- Have excellent levels of personal organisation;
- Demonstrate the awareness and experiences necessary to work in a multi-cultural setting involving sensitive and crucial group dynamics;

### **DESIRABLE**

- Have completed advanced, professional qualifications in proficiency in English;
- Have knowledge and experience of group facilitation and interactive teaching methods;
- Understand the importance of confidentiality, freedom of information, data protection and equal opportunities;
- Competent user of Moodle.

### **CONTRACTUAL DETAILS:**

The appointment will be made from the 1<sup>st</sup> October 2019 (or nearest possible date). The successful applicant will be subject to the usual UCL probationary procedures.

### **APPLICATIONS PROCEDURE:**

Please apply by submitting a two-page CV and a 400-word covering letter outlining your experience and explaining your suitability for the role. Please combine files into ONE document and email to Joe Hird at [j.hird@ucl.ac.uk](mailto:j.hird@ucl.ac.uk)

Please include your name in the file name.

### **Interviews will take place towards the end of September 2019.**

Informal enquiries about the post should be addressed to Ryan Grammenos, PGTA Coordinator, UCL Department of Electronic and Electrical Engineering ([r.grammenos@ucl.ac.uk](mailto:r.grammenos@ucl.ac.uk)).

### **These positions are only available to current UCL Researchers**

Applicants may wish to look at the UCL EEE web site at <https://www.ucl.ac.uk/electronic-electrical-engineering/>

*UCL Taking action for equality*