**“As and When” Teaching Assistant Vacancy**

The Institute of Cognitive Neuroscience is seeking a teaching assistant to help deliver the Cognitive Neuroscience MSc and MRes programmes. The assistant will be responsible for small-group tutorials, which provide students with study and career support. This is a temporary position with a variable number of hours per week during Terms 1 and 2 of the 2021-22 academic year. The position is estimated to require 10-20 hours per week and you will be paid at a rate commensurate with experience.

**Duties and Responsibilities**

You will tutor groups of Master’s students to guide them in their studies and career progression. We anticipate that there will be four tutorial groups who meet once per week for one hour. Most groups will meet in person and some may meet online. Sample sessions are how to manage research projects, essay and dissertation writing, online experimentation, CVs, and how to apply for PhD positions. Some tutorials have already been prepared and others need to be created. Your time will be spent preparing and delivering the tutorials, interacting with students and other teaching staff, and attending teaching-related meetings. You will receive help and training from senior members of the teaching team to perform your duties.

**Person specification**

The position is suitable for a final year student, recently graduated PhD student, a PhD student in their CRS year, or someone with similar expertise and experience. You should have at least a Master’s-level qualification and be enthusiastic about teaching and interacting with students. You should have knowledge of cognitive neuroscience, and ideally also of careers in this area and studying at UCL. You should have excellent interpersonal, oral and written communication skills and be able to work to strict deadlines. You must follow UCL policies and be committed to high quality education and fostering a positive learning environment. You must complete the Gateway Arena One workshop.

**Remuneration**

This is a temporary position that is available immediately. You will gain valuable teaching experience and will be paid according to the number of hours worked. There will be a variable number of hours each week, which is anticipated to be between 10 and 20 during Terms 1 and 2 of the 2021-22 academic year (<https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures-2021-22>). The rate of remuneration is from £15.66 - £19.32 depending on experience.

**Further Details**

Informal enquiries can be made to Dr Leun Otten (l.otten@ucl.ac.uk). To apply for this vacancy, send a CV and covering email to l.spikesley@ucl.ac.uk as soon as possible. Applications will be considered on a rolling basis.