Job Description

Online Postgraduate Teaching Assistant (OPGTA)

Grade: Grade 6
HERA ref: 001736

Department: IRDR

Location: London

Reports to:
Module Lecturer / Departmental Manager

Context
The Institute for Risk and Disaster Reduction wishes to make up to 10 appointments for Online PGTAs for the 2021-22 academic year.

Main purpose of the job
Online teaching involves a new relationship between students, lecturers and teaching materials. This presents an opportunity for a new role for postgraduate research students at UCL.

The Online Postgraduate Teaching Assitant (OPGTA) will play a key academic support role for students during online learning.

The purpose of this job is to support teaching and learning in our modules, working with academic module leads to support groups of approximately 40 students, acting as a first point of contact, facilitating online learning and monitoring students' engagement and progress.

The main duties of the post are monitoring and encouraging student engagement with online content and activities, liaising with the module lead, providing virtual office hours, signposting support, and responding to student queries.

There may also be a requirement to facilitate group tutorials depending on departmental need.

Online PGTAs will be given training in support of their roles through the Arena One Programme and departmental support.

OPGTAs are expected to be able to commit at least three hours a week, flexibly delivered during the full academic year, and potentially up to 15 hours during the first week of term.

Duties and responsibilities:
- Act as a main point of contact for a cohort of 25 to 60 students on a module;
- Help students succeed in making the most of resources and teaching materials available to them in their learning;
- Support the module tutor in setting up online delivery of lectures
- Support any students with issues accessing online learning, referring to support services as appropriate
- Be available weekly at dedicated virtual office hour(s) for student drop-ins and one-to-one appointments;
- Respond to queries via discussion fora and/or email, referring to departmental tutors/module leads and/or central support services as appropriate;
- Monitor students' online presence, engagement with their learning and their progress, returning data to the administrative office in a timely manner and following up where necessary by offering support and encouragement and/or raising with departmental tutors/module leads as appropriate;
- Design and facilitate tutorials that promote belonging, peer interaction and group work, aimed

at clarifying module content (only for selected modules);

- Participation in regular meetings with the course lecturer to discuss arising issues and problems;
- Participate in the module delivery team assisting the module lead in the collection and review of module feedback;
- Involvement in ad hoc meetings organized by Lecturers or the PGTA Administrator/Representative;
- To actively follow and promote UCL policies, including Equal Opportunities;
- To uphold confidentiality in regards to students records and marks;
- To engage with all training required to support the role.

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a relevant field	E
Working towards a *relevant* postgraduate degree (PhD)	E
High level of literacy and numeracy	E
Excellent working knowledge of a range of software including Moodle, Teams, Word, Excel, email, and the internet	E
Skills and abilities	
Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels	E
Excellent organizational and time management skills	E
Ability to be flexible, and to respond proactively and in a timely manner to changing priorities and student needs in a busy environment	E
Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	E
A high level of accuracy and a keen attention to detail	E
Ability to provide clear, well-informed and empathetic advice and support to students	E
Personal attributes	
Excellent people skills and the ability to build good relationships with students, colleagues and external partners	E
An enthusiasm for teaching and supporting student learning.	E

Apply

Applicants should submit as one document with file name [yourname]-OPGTA:

- A Brief CV (no more than 2 pages) and
- A short cover leter that should include
  - A short personal statement (max 1 page) outlining why you are interested in being an OPGTA for the IRDR
  - Any preference on which modules you would like to support (you can see IRDR PGTA roles 2021-22 page for reference)
  - Confirmation that your supervisor has given you permission to work as a PGTA in the 2021/22 academic year
  - Confirmation that you will be able to meet all obligations for this position at all required times

Please email your application to Rosanna Smith (irdr-enquiries@ucl.ac.uk) under the subject line "OPGTA Application" by 17:00 on Tuesday 7th September.

All applicants will be informed of the outcome of their application by email. All general queries relating to the OPGTA roles should be directed to irdr-enquiries@ucl.ac.uk . Queries about specific modules can be directed to the module tutors.