



ROLE PROFILE

Job Title:	Teaching Associate (Fixed-term)
School/Department:	School of Economics
Job Family and Level:	Research and Teaching, Level 4
Contract Status:	Available from 1 September 2019 for a period of 12 months
Hours of Work:	Full-time or part-time (minimum 18h per week)
Location:	School of Economics, University Park
Reporting to:	Head of School of Economics

Job Outline:

The successful candidate will contribute to the School's reputation as a recognised centre of international excellence. Applications are welcomed from candidates with teaching interests across all areas of the discipline. They will be expected to deliver high quality teaching programmes at the undergraduate level, and assist with the administration of the School.

Main Duties and Responsibilities:

- To develop teaching materials for lectures, tutorials and classes for the School's undergraduate programme.
- To give lectures, tutorials and classes on the School's undergraduate programme.
- To participate fully in the School's examination process through the preparation and marking of examinations and coursework and through participation in examination boards.
- To act as a personal tutor for undergraduate students and support their courses of study.
- To assist in the administration of the School through taking on specific administrative duties, membership of School Committees and participation in School meetings.
- To undertake other duties as required by the Head of School, appropriate to the post.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Person Specification:

	Essential	Desirable
Qualifications/ Education	Awarded, or demonstrably close to submitting, a PhD in Economics	Some training for teaching at University level.
Skills/Training	Good communication and presentational skills.	
Experience	Teaching experience at University level.	Experience of working in research and teaching teams. Experience of academic and/or pastoral support for students.
Personal Attributes	Well organised. Willingness to work in teams. Willingness and ability to interact with students and support their academic and pastoral development.	

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post. Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.

Informal enquiries may be addressed to Professor Facundo Albornoz, tel: 0115 951 5621 or email: facundo.albornoz@nottingham.ac.uk Please note that applications sent directly to this email address will not be accepted.