



New College  
of the Humanities

# Sessional Lecturers in Economics

## POSITION OVERVIEW

Location	:	Bloomsbury, London
Term	:	Part-time; fixed-term
Start	:	August/September 2020

## The Role

New College of the Humanities wishes to appoint a variety of part-time/fractional **Lecturers** teaching undergraduate students. We have anywhere between 60 to 400 contact hours available in some of the courses. The courses we are looking to appoint faculty to, are:

- Microeconomics (Level 4)
- Statistics / Mathematics / Quantitative Methods (level 4)
- Calculus (level 4)
- International Relations (level 4)
- Economic Development (Level 5)
- Finance (Level 6) (visiting moderator role, up to 20 hours)

We particularly welcome applications from those with an interest in innovative and/or interdisciplinary teaching, learning and assessment, those with experience of supporting a wide variety of students, and those belonging to groups underrepresented in UK higher education. We are particularly looking for good team players, as the positions require team-teaching.

We encourage applications from those with recently (or near) completed PhDs, as well as those with established careers. Applicants should normally have submitted their PhD thesis (or equivalent) prior to taking up the appointment.

## About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities has established itself as a prestigious, university-level college based in the heart of London. Small by design, we offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, including our gold standard one-to-one tutorial system. The College has been going through an exciting period of growth, part of which is having become part of Northeastern University's global network in early 2019.

## **Application Process**

Applications should be made via this link by 20:00 on 28 April 2020. Please reference your application "ECO0420". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a curriculum vitae, and a covering letter of no more than one page that highlights teaching specialisms and experience. **The covering letter should be clear about the candidate's specialism and availability i.e. which subject area listed above, and days of the week and months, if this is known to candidates at this stage.**

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not able** to provide Sponsorship for positions in this advertisement.

## **Person Specification**

### **Qualifications**

- A postgraduate degree [essential]
- A doctoral degree [desirable]
- Professional recognition e.g. HEA Fellowship at any level [desirable]
- Membership of professional body/bodies [desirable]

### **Experience/Knowledge**

- Experience of teaching in the specific subject area at level 4 / first year undergraduate [essential]
- Experience of teaching international students e.g. on student mobility programmes [desirable]
- Experience of a varied range of assessment methods [essential]
- Experience of course development, leadership and management [desirable]

### **Skills**

- Excellent written and oral communication skills including presentation skills [essential]
- Excellent interpersonal skills, communication style and team working [essential]
- Excellent organisational and administrative skills [essential]
- Ability to form positive working relationships within the College, community, business and other partners [essential]

### **Attributes**

- Commitment to working within professional and ethical codes of conduct [essential]
- Commitment to excellence in teaching and to providing the highest quality experience for students [essential]

# Job Description

## Lecturer

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### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Prepares and delivers Lectures, Seminars, 1:1s or other teaching (e.g. co-curriculars, office hours) based on course-leader supplied course materials and (where relevant) with the guidance of the Course Leader.
  - Adapts slides / hand-outs for each week's content.
  - Manages and updates course section VLE.
  - Enters registers daily and responds to student emails in a timely manner and in line with academic policies within 24 hours.
  - Monitors student attendance and participation in line with engagement policy and meets with at risk students in line with the engagement policy.
  - Flags up concerns about a student (e.g. Title IX issue, mental health) in accordance with academic policies.
  - Marks using an assignment specific rubric (where relevant) and provides feedback on all assignments and liaises constructively with moderator (usually, the Course Leader) as required.
  - Produces a brief mid-term / end-of-term ('collections') note for each student in the course section.
  - Attends timetabled programme / course meetings.
  - Responds to associated faculty/staff emails within 24 hours where required
  - Fosters a positive work environment with a good team spirit, including faculty colleagues, administrative teams, with student experience and a quality academic experience at the forefront of all efforts.
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