

Teaching Assistant in Information Systems

Job Description

POSITION OVERVIEW

Department	Experiential Digital Global Education (EDGE); Innovation Unit (London)
Location	Devon House, London, Remote-based
Term	Flexible (10-35 hrs per week); 12 Months FTC
Salary	£28,000-£35,000 (pro rata)
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	Asap

Northeastern University London wishes to appoint a Teaching Assistant in Information Systems to support learners on our Skills Bootcamp in Service Design and Management. The appointee will lead seminar sessions, workshops, group tutorials, and provide online in-class support for learners on a skills bootcamp providing access to careers in technology.

The teaching assistant will be expected to become proficient in the ServiceNow platform, though training and support will be provided. Previous experience with programming languages, database administration or data analysis will be beneficial. Preference may be given to candidates with active interests in the relationship of Information Systems to one or more of the following areas: software and/or technology; employment contexts; diversity and inclusion.

This role is suitable for a current Computer Science or IT student, or a degree level graduate with experience in the technology sector. Teaching delivery will be predominantly online for this programme; however being able to support occasional in-person activities or workshops would be

beneficial but this is negotiable.

Duties and Responsibilities

- Help learners during class with individual and group learning activities
- Help learners outside of class in help hours with practical exercises, group projects, written reflections and interview preparation
- Support with marking and provide feedback on exercises and projects
- Complete ServiceNow training under guidance (paid training) Support with recruitment of learners onto the Skills Bootcamp in Data and Service Management Programme.
- Other operational tasks commensurate with this role in support of the Assistant Vice President for Digital Innovation and Enterprise Learning

About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

Person Specification Criteria (Essential / Desirable)

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of additional needs and those belonging to groups underrepresented in higher education. We are open to appointing on a reduced fraction/job share basis subject to our business needs.

Qualifications

- Undertaking or recently graduated an undergraduate or postgraduate degree in Computer Science, IT or another relevant subject area [D]
- Undertaking or recently completed a degree level qualification with some experience in the technology sector [D]

Key Criteria

- Demonstrates, through evidence, excellent ability so as to be adaptable, innovative, and inclusive in undertaking the role as advertised with regards to teaching [E]
- Ability to develop and deliver excellent educational provision in the required areas [E]
- Ability to provide support in relation to education provision, including organisation and coordination as required [E]
- Ability to provide excellent, personalised support to students, including through office hours [E]
- Experience supporting learners within online teaching [D]
- Strong communication skills, with ability to foster learning community, including through use of social technologies (e.g. Slack) [E]
- Supportive approaches to learners with additional needs, including an understanding of barriers to learning such as Specific Learning Differences [D]

Application Process

Applications should be made via [this link](#) by 20:00 on 4th September 2022. Please reference your application “**TAIS822**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.