JOB DESCRIPTION

Job Title: Lecturer in Digital Media Cultures
Department / Unit: Media Arts
Job type: Teaching Fellow
Grade: 8
Accountable to: Head of Department
Accountable for: 

Purpose of the Post
To allow the department to deliver a wider range of courses in digital media

Key Tasks

1.1. Deliver high quality teaching on the course in digital media cultures through lectures, seminars and feedback
1.2. Contribute teaching to other courses as required.
1.3. Plan and deliver teaching using a range of techniques to inspire and engage students.
1.4. Identify learning needs of students and define appropriate learning objectives.
1.5. Design and develop own teaching materials, with guidance, if required.
1.6. Supervise the work of students, including field trips / placements where appropriate.
1.7. Undertake and complete administrative duties required in the professional delivery of teaching.
1.8. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
1.9. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
1.10. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
1.11. Engage in departmental activities such as attendance at open days or AVDs, as required.
### Additional Duties

To develop and deliver undergraduate courses in the history and theory of digital media, according to research interests and department need.
- To develop a national and eventually international research profile.
- Develop research proposals for submission to outside funding bodies.
- Develop the online and networking presence of the department.
- To fulfil admin roles as directed by the Head of Department.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
- Head of Department
- Academic teaching co-ordinator
- Department Manager