JOB DESCRIPTION

Department: Psychology
Post Title: Teaching Associate (Studentship Track)
Grade: RHUL 6
Reports to: Director of Teaching and Learning

The main responsibilities of the post are:

1. To provide teaching and administrative support for undergraduate and postgraduate courses on the programmes in Psychology (including any new programmes and courses that might be introduced)
2. To supervise students’ study in practical, laboratory and other classes
3. To deliver practical classes, tutorials, workshops and seminars in areas across the Psychology programmes
4. To provide weekly office hours and statistics and research methods clinics
5. To assess students’ written work (including coursework and examinations) and to liaise with course coordinators concerning the development and application of marking schemes
6. To contribute to course development and design, in collaboration with academic staff members
7. To provide the Director of Teaching and Learning with general administrative support around teaching and learning activities
8. To undertake additional duties consistent with the status and grading of the post as required by the Director of Teaching and Learning or Head of Department.
9. To demonstrate successful progression through the PhD requirements.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.
Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Graduate teaching associate (studentship track)  
**Department:** Psychology  

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<th>Essential</th>
<th>Desirable</th>
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<td>(Application form, Interview, Test)</td>
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### Qualifications and Training
- Good honours degree or equivalent in Psychology or related subject
- X Application Form
- Submitted application to the RHUL Psychology Department PhD programme (part-time)
- X Application Form
- Relevant postgraduate qualification
- X Application Form

### Specific Skills, Experience and Knowledge
- Skills and knowledge relevant to the proposed PhD project
- X Interview
- Research complementary to RHUL Psychology
- X Application Form
- Teaching experience at undergraduate or MSc level
- X Application Form
- Subject knowledge relevant to RHUL Psychology teaching, including research methods and statistics in particular
- X Application form/Interview

### Personal and Interpersonal Qualities
- Ability to manage own workload flexibly under time pressure
- X Interview
- Effective teamworking skills
- X Interview
- Excellent communication and presentation skills
- X Interview

### CIRCUMSTANCES
- Ability to start by September 2022
- X Application form/Interview