



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Assistant in Applied Geosciences, Faculty of Environment



Salary: Grade 6 (£27,025 – 32,236 p.a.)

Reference: ENVEE1350

Closing date: 23 August 2019

Fixed Term for 3 years

We will consider job share/flexible working arrangements

Teaching Assistant in Applied Geosciences

School of Earth and Environment, Faculty of Environment

Do you have a proactive and enthusiastic approach to your work? Would you like to be part of a supportive and friendly team? Do you have administrative experience of organising seminars, conferences and fieldwork? Are you able to engage with high quality teaching on applied geoscience topics at postgraduate level?

As a highly motivated individual, having expertise in Engineering Geology and/or Structural Geology, you will contribute to the teaching and administration of research-led MSc programmes in the School of Earth and Environment: [MSc Structural Geology with Geophysics](#), [MSc Engineering Geology](#) and [MSc Exploration Geophysics](#). You should have a first degree and a masters degree in a suitable subject, ideally with relevant industrial experience. In addition to helping to deliver both classroom and field teaching, you will support a variety of student facing functions including the booking of travel and accommodation, organising events and maintaining electronic and paper-based records.

You will be a member of the [Institute of Applied Geoscience](#), a community of over 80 academic staff, postdocs and PhD researchers who investigate fundamental earth processes. With research applications spanning energy, environmental, industrial and infrastructural themes, we have a strong international profile and are multi-disciplinary.

What does the role entail?

As a Teaching Assistant, your main duties will include:

- Supporting the provision of high quality MSc Lectures, practicals and tutorials;
- Participate in the organisation of field trips and the training of MSc students on these trips;
- Contributing to recruitment activities e.g. open-days and outreach events;
- Contributing to MSc induction and the development and refinement of resources and activities to support the transition to masters-level study;
- Contributing to the development of MSc projects with industry partners and helping to sustain industry links;



- Administration associated with projects/dissertations e.g. supervisor support, presentation scheduling;
- Providing support for the development and maintenance of alumni networks;
- Supporting and organising employability events, industrial advisory boards and teaching team meetings;
- Collating data to inform module and programme reviews.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Teaching Assistant you will have:

- A first degree in a relevant geosciences subject;
- A masters degree in a relevant geosciences subject;
- Effective communication and interpersonal skills;
- Time-management and multi-tasking skills appropriate for balancing competing demands;
- A commitment to personal training and development;
- The ability use own initiative and to work independently to meet demanding deadlines;
- The ability to support students with diverse learning needs and to recognise when there is a need to refer matters to other appropriate parties.

You may also have:

- Experience in the delivery of teaching in a university environment;
- Experience of field and laboratory teaching;
- Possession of either Chartered Geologist or Chartered Engineer status or equivalent.

Note: Your profile could have been developed from an academic or industrial base or a combination of both.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Christopher Green

Tel: +44 (0)113 343 7378

Email: c.m.green@leeds.ac.uk

Additional information

Find out more about the [Faculty](#)

Find out more about our [School](#)

Find out more about our [Research and associated facilities](#)

Find out more about Athena Swan in the [Faculty](#) and the [University](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

