JOBS TITLE:  TEACHING ASSOCIATE (PART-TIME, FIXED TERM)

REPORTS TO:  UNIVERSITY SENIOR LECTURER IN COMMUNITY ENTERPRISE

Background

Cambridge Judge Business School (CJBS) has a range of programmes and subjects that is broad relative to most other departments due to the cross disciplinary nature of management studies. Equally, CJBS supports student learning from a wide variety of academic disciplines and professional experience. The role teaches qualitative research methods and provides teaching and research support.

The role

The purpose of the role is to support and maintain the University’s national and international reputation for excellence in teaching, specifically within the Business School. Contributions may include co-development with faculty of teaching materials, coursework and examination questions as well as marking coursework and examinations.

Main responsibilities

Teaching and teaching support

- Teach, specifically qualitative research methods.
- Write teaching materials and handouts.
- Deal with academic enquiries from students via email, phone, or Skype.
- Write reports (where appropriate) for consideration by the Teaching Committee.

Assessment including examinations

- Write coursework assignment(s) for assessment credit.
- Set in class exercises in collaboration with faculty members.
- Pre-mark student presentations and assignments.
- Give feedback to students on assessed and non-assessed work.
- Write examination reports for submission to the relevant committees.

Research and administration

- Support research projects currently underway at the Cambridge Centre for Social Innovation.
- May, on occasion, participate in School/University committees where appropriate and/or where invited.
• Undertake additional duties as appropriate.

External

• May, on occasion, participate in external working groups relating to teaching, in particular assessment.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

• Educated to degree level, normally with a PhD in relevant specialist subject area or equivalent teaching experience.
• Knowledge of qualitative research methods.
• Knowledge of management practice.
• Awareness of social entrepreneurship.
• Good interpersonal and communication skills for explaining concepts and complex information to students, and working with faculty and colleagues.
• Experience of teaching and examining postgraduate level in subjects.
• Experience of UK tertiary teaching and examining including examination boards.
• Creative, proactive with the ability to take initiative.
• Good team worker but also able to work independently.
• Able to grasp unfamiliar ideas and concepts quickly.
• Excellent organisational skills.

Benefits

This is a part-time position working two days a week. There will be a six month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays pro rata. The salary will be in the range £30,942 - £40,322 pro rata for full-time equivalent.

This is a fixed term appointment for one year in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care,
financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 11 March 2020.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk).
Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.