JOB TITLE: ASSOCIATE FACULTY

REPORTS TO: DIRECTOR OF MASTER OF STUDIES IN ENTREPRENEURSHIP

Background

The purpose of the role is to support and maintain Cambridge Judge Business School’s (CJBS) national and international reputation for excellence in teaching and research. Contribution to teaching will include an active contribution to teaching within the department/faculty in the form of developing, designing, and ensuring the delivery of a range of teaching programmes that will build and enhance the University’s national and international reputation for excellence in subject areas specific to the role holder’s area of expertise. The primary objective of this role is the operational delivery of the Master or Studies (MSt) in Entrepreneurship programme. To do this requires co-ordination with both academics and practitioners to be able to deliver both asynchronous and synchronous online content as well as in-person teaching, industry workshops and seminars. The secondary objective of the role is teaching and research.

The role

Main responsibilities

Teaching

• Design and develop innovative approaches to the learning experience for postgraduate students with the intention of challenging thinking, fostering debate, and encouraging the development of intellectual reasoning and rigour.
• Review and incorporate advances in asynchronous and synchronous online delivery relevant content.
• Review and incorporate scholarly advances into pedagogical methods and course content.
• Introduce innovative course materials as well as modes of collaboration and delivery in relevant subject area.
• Deliver 100 hours of teaching and pointed administrative activities (in line with the CJBS work allocation points system) per annum of high-quality teaching to CJBS students.
• Co-ordinate and supervise student projects for undergraduate and graduate programmes.
• Provide feedback to students on assessed work such as projects, in collaboration with other faculty members.
• Write coursework papers (assignments) and set exercises including exercises for assessment credit, in collaboration with other faculty members.
• Write examination papers, in collaboration with other faculty members.
• Mark coursework papers for CJBS students.
• Mark examination papers for CJBS students.
• Write examination reports for submission to Exam Committees.
• Participate in examinations, including Examiner’s meetings and, where relevant, oral, or practical examinations.

Research - active

• Research output focused on entrepreneurship including case studies, practitioner and academic articles relevant to entrepreneurship and where possible leveraging programme resources.
• Apply and adapt appropriate research methodologies and analyse results/conclusions.

Research publications

• Write books, papers, and other materials on topics relevant to specialist subject area, especially for practice-oriented outlets.
• Identify and initiate major research within their specialist subject area, for example where gaps in knowledge exist, or leading investigation into significant matters.

Administration

• Contribute to the direction and management of the MSt in Entrepreneurship.
• Establish and maintain collaborations with industry experts and practitioners.
• Design and support the delivery of industry and practitioner contributions to the MSt in Entrepreneurship (including sourcing and prepping speakers and contributors).
• Oversee the design and delivery of courses on the virtual learning environment (VLE) working with multiple stakeholders.
• May contribute to the management of JBS Executive Education Ltd. (JBSEEL) programmes.
• Member of departmental/faculty subject group, determining teaching requirements.
• Participate in relevant committees within department/faculty.
• May, on occasion, participate in School/University committees where appropriate and/or where invited.
• Investigate funding opportunities within area of research – this may include submitting research grant applications.
• Represent the interests of teaching subjects and MSt in Entrepreneurship programme objectives in CJBS strategic decisions.

Other

• Undertake other duties as appropriate.
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 higher degree/PhD level in relevant specialist subject area, or equivalent experience.
- Experienced in giving lectures and seminars to undergraduate, postgraduate and practitioner audiences and in designing and developing innovative material for teaching, seminars, and student projects.
- Experienced in programme management.
- Ability to provide advice/guidance/opinion in the specialist subject area(s).
- Administrative, programme management and leadership skills required for the direction of professional programmes.
- Carries out research, actively contributing to the advancement of knowledge in the relevant subject area(s).
- Engages in continuous professional development - keeps up to date with the latest thinking in specialist subject area(s) by reading other academic material, attending conferences and active discussions with practitioners and other academics in field.
- Established bibliography of publications such as journal contributions, books, etc. and where these may be oriented towards practitioner audiences.
- Is invited to present papers at conferences.

Benefits

There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £41,526-£52,559 per annum.

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. There is also a range of information about living and working in Cambridge at 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 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 3 January 2021.**

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. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.