UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Associate Lecturer (Online)				
DEPARTMENT	Lincoln International Business School				
LOCATION	Off-campus				
JOB NUMBER	AL2018	GRADE	7	DATE	November 2017

CONTEXT
The University of Lincoln is an ambitious institution with high aspirations and a rapidly improving profile that seeks to be a leading UK University by 2015. Its strategy is to combine outstanding research with research-engaged teaching and learning, and practice useful to the wider community. The Lincoln International Business School (LIBS) is culturally diverse, internationally minded, and committed to providing an educational experience that enhances employability and enables people and businesses to create successful and responsible futures. In 2016 the school became the university's fourth College as precursor to a new round of expansion and development. The continued success of the School will be driven by its academic community and the quality learning opportunities it provides. Flexible provision such as online and blended learning solutions play an important role in the School's digital literacy and growth strategies, as it seeks to expand its current provision through corporate and professional programmes, degree apprenticeships and bespoke, flexible employer-led programmes. Online associate lecturer's make a vital contribution to the quality of online teaching and learning and support students by making contact at key points in their study, marking and providing feedback on assignments, helping students understand the module material and helping them prepare for module assessment. Students organise their own study time and often need motivating and inspiring through their learning journey. The post-holder will provide expertise in online tutoring, and will contribute to developing quality resources and materials that will enhance the delivery of blended and online modules / courses.

HOURLY RATE
£42.18 per hour   (Comprehensive Teaching Rate - This rate assumes that for each contact teaching hour, a further 1.5 hours is carried out for the preparation, marking and assessment etc. associated with that teaching, including second marking) £16.87 per hour   (Basic Hourly Rate - This rate for meetings, additional marking and any other work not requiring preparation.)

KEY RESPONSIBILITIES

Teaching and Learning Development

- Contribute where able to the development of curriculum and the advancement of learning innovation

Teaching and Learning

- Contribute to the teaching on distance learning modules and programmes
- Provide proactive academic tutoring supervision to students through a range of technologies
- Mark and second mark students final work in accordance with the assessment criteria and to liaise with second markers, module co-ordinators, programme leaders and administration teams as necessary
- Monitor the progress of students on their modules, including making contact with students who do not submit assignments and authorising the late submission of assignments where appropriate in liaison with the module co-ordinator and the administrative team
- Act as an accessible and timely first point of contact for students for module-related and study-related advice and support, facilitating study groups where appropriate
- Make contact with all students to welcome them to modules and, for students new to the University, providing information and guidance to induction activities and how students' are supported through their learning
- Aid students with the development of study skills
- Make proactive contact with students at a number of defined points in the module (e.g. induction, first assignment draft, mid-point review and final draft)
- Identify individual student needs for additional support, and either referring students directly to the Administrative Team or Student Services for information and advice or contacting Student Services to initiate follow-up action
- Provide internal feedback through a variety of mechanisms (e.g. discussion with Module Co-ordinators, Programme Leaders, attendance at team meetings) on the student learning experience
- Take part in team meetings and staff development activities to maintain and enhance professional experience and commitment to personal development
- Use ICT for teaching and supporting students
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback

Team Working

- Work as a member of the LIBS academic community, collaborating on curriculum development, the advancement of learning innovations and contributing to departmental / subject meetings.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Successful candidates will contribute to the tutoring and development of distance learning across the Lincoln International Business School.

IT Requirements
Distance Learning uses methods of electronic communication and teaching through on-line learning systems. Online tutors use a virtual learning environment, Blackboard, and tools and software such as blogs, online forums, Padlet, Skype etc. It is a requirement of the role to have access to a personal computer (PC) and you will be expected to have PC skills, basic digital literacy and be able to use standard office software e.g. word processing and e-mail. All modules taught by online tutors require access to the internet as you will be required to regularly access information from the virtual learning environment and other websites, including information relating to the modules and programmes you teach on, support available to students and student group communications. You are also expected to mark your student's assignments online. You will be provided with a University email account for administrative purposes and to make contact with and respond to your students and faculty colleagues.

You will be expected to follow the University's Equality and Diversity Commitment.

This is a one year fixed term post in the first instance

Key working relationships/networks	
Internal	**External**
- Director of Education (DHoC) - PL Learning Innovation - Academic Leads, Programme and Module Leaders - LIBS E-developers	- Relevant academic and professional groups - Relevant national, regional and international networks

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Master's degree in a Management discipline or equivalent	E	A
HE teaching qualification (HE PGCE or HEA fellowship) or willingness to work towards this	D	A
Experience:		
Management module delivery	D	A/I
Online, work based learning or teaching in Higher Education	E	A/I/P
Skills and Knowledge:		
An appreciation of how adults learn	D	A/I
The ability to work with students from diverse educational, cultural and work backgrounds	E	A/I
The ability to engage the interest and enthusiasm of students and motivate and inspire them to learn	E	A/I
Knowledge of Higher Education	E	A/I
The ability to contribute to curriculum development	D	A/I
The ability to use ICT in teaching and supporting students with good presentation and facilitation skills in virtual environments using synchronous (e.g. web conferencing) and asynchronous media (e.g. online forums) to help students learn	E	A/I
The ability to help students relate theory to their own practices and help them develop reflective learning and critical thinking skills and approaches	E	A/I
The ability to work on own initiative	E	A/I
Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	E	I
Flexibility and adaptability	E	I
ICT Literacy	E	A/I/P

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author		HRBA	