

Teaching Assistant(s) in Digital Business Management

Position Overview

Department	Experiential Digital Global Education (EDGE)
Location	London, Devon House (St Katharine Dock); Work from Home
Term	Part-Time Flexible (0.4 - 0.6 FTE); 1-Year Fixed Term with Potential Renewal
Salary	£28,000 - £35,000 per annum pro rata in line with FTE
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	ASAP

The Role

Northeastern University London wishes to appoint Teaching Assistants (multiple roles) in Digital Business Management. The appointees will support course delivery by facilitating seminars and grading assessments.

We wish to appoint specialists in Digital Business Management. Preference may be given to candidates with active interests in the relationship of Digital Business Management to one or more of the following areas: apprenticeship; employment contexts; diversity and inclusion.

Core duties will include teaching degree-level courses (predominantly online to UK and US audiences, with occasional on-campus teaching) in Digital Business Management. The appointees should have expertise in one or more of the following subjects:

- Information systems
- Business management
- Project management
- Digital transformation

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience in supporting a wide variety of students;

and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

The role is suitable for remote working, provided the appointee is able to attend the campus (in central London) for face-to-face work as and when required.

Department

EDGE (Experiential, Digital, Global, Education) is part of Northeastern University's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally.

The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning (WRL) aligned to digital transformation, data science, artificial intelligence, and project management.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities.

Additional Information

Enquiries

Informal enquiries may be made to Dr Yu-Chun Pan (yu-chun.pan@nchlondon.ac.uk). However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 20:00 on 4th of April . Please reference your application "**TADBM0323**".

Please ensure that your application includes a CV and [dossier](#) (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and challenges in the last 12-months, and in your career to-date, in education; (b) what your priorities would be in performing the advertised role; (c) what your objectives are for

your future career; (d) a statement of your approach to education. You may use bullet points if you wish. You can consult our academic job description [here](#).

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Person Specification Criteria

Qualifications

- MSc or equivalent professional experience, in a relevant area.
- PhD completed, or near completion (all but thesis), in a relevant area, is desirable.
- Higher education teaching qualification, e.g. PGcert, PGCHE, FHEA, is desirable.

Key Criteria

- Demonstrates, through evidence, excellent ability to be adaptable, innovative, and inclusive in the role as advertised with regards to teaching and service.
- Flexibility and capacity to teach (predominantly remotely) across a range of courses.
- Willingness and capacity to undertake continuous professional development in relation to the use of technology, software, and data in relation to the subject area, and to teach on these matters.
- Excellent written and verbal communication skills including presentation skills, both face-to-face and online.
- Ability to engage and develop working relationships with faculty, learning designers and technologists, relevant employers and with counterparts across the Northeastern University global network.

TADBM0323 - Teaching Assistant(s) in Digital Business Management