

JOB DESCRIPTION
TEACHING ASSISTANTS
(ASSISTANT LECTURER/DEMONSTRATOR)

The BUE is seeking highly qualified and motivated candidates to develop and enhance the teaching and research activities of the Faculty of Engineering in the area of Basic Science Engineering. The Faculty welcomes applications from individuals who meet the specification set out below, across the range of teaching and research activities. Successful applicants will be appointed to grades and on a salary taking account of their qualifications, experience and career achievements. All Degree Programmes offered by the Faculty of Engineering at BUE are validated by London South Bank University.

Requirements:

BSc in Mathematics, Statistics, Physics, or Engineering with a grade of at least **Very Good**.

How to apply:

A CV should be e-mailed to ola.attia@bue.edu.eg (Ms. Ola Attia)

JOB PURPOSE

The positions of Assistant Lecturer and Demonstrator usually fall under the common description of “Teaching Assistants”. They provide support to module leaders in the delivery and assessment of their modules and assist with laboratory (where appropriate) and paper work. They are also expected to pursue their graduate studies leading to the Ph.D. degree which enable them to embark on an academic teaching and research career.

These positions are, by nature, temporary positions and do not constitute a career track unless the TA earns the Ph.D. and embarks on a University or equivalent teaching/research career.

TAs are recognised as an integral part of Faculty/departmental teams and are exposed to the full management processes in existence. This includes line-management, staff development, Performance and Development Review and conformity with the University’s rules and regulations.

RESPONSIBILITIES

- To report to assigned line manager/module leader.
- To attend regularly and punctually.
- To aid module leaders in module management.
- To attend lectures given by the module leader whom they are assisting.
- To coordinate with the Lab engineer/technician to order or obtain materials needed for classes.
- To teach and supervise students on a regularly monitored basis during tutorials and, where appropriate, practical and laboratory sessions.
- To design new experiments for the laboratory sessions as required.
- To prepare teaching materials, e.g. for practical sessions (lab manuals, power-point presentations) and different types of academic materials (photocopying and distributing).
- To monitor student attendance as required.
- To offer academic help during office hours and answer students’ queries.
- To assist in collecting assignments and other assessment submissions.
- To give feedback to the module leader on the delivery and marking of assignments.
- To mark, **grade (and record grades)** assignments (but not projects, dissertations or presentations) predominantly in the Prep and First Year under the supervision of the Module Leader, with reference to a model answer and grading criteria, and only for assignments and laboratory reports which are worth no more than 20%.

- To check that marks entered by the Module Leader on the SRS are identical to those of the original coursework and the unseen examination scripts.
- To arrange for supervisors/MLs to conduct teaching observations; meet with supervisors to receive feedback about teaching performance.
- To assist with conferences as deemed appropriate.
- To invigilate examinations.
- To use and develop e-learning effectively to support learning and teaching.
- To contribute to the marketing, recruitment and development of the University.
- To participate in appropriate staff development programs.
- To be enrolled in a research program according to the department research plans.
- To ensure that their research is taking enough attention, and to participate in conferences and workshops.
- To publish their research output regularly.
- To complete their graduate studies within the time limits set by the relevant Laws and Regulations.
- To carry out other duties as deemed appropriate by the HoD.

PERSON SPECIFICATION

Aspect	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A Master’s Degree (Assistant Lecturer); a University degree (Demonstrator) in relevant specialization. • At least a standing of “Very Good” in undergraduate degree. 	<ul style="list-style-type: none"> • Degree from a university in which “English” is the language of teaching.
Skills and Attributes	<ul style="list-style-type: none"> • High English language proficiency. • The ability to explain and receive ideas in the English Language. • The ability to engage students in tutorial sessions. • Excellent interpersonal, communication and presentation skills in a multi-cultural environment. • Strong organisational and time management skills. • The ability to deal with large volumes of paperwork. • Competence in ICT and e-learning skills. 	
Other	<ul style="list-style-type: none"> • A commitment to developing the BUE along British educational lines. 	