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**Further Particulars**

**UCIL Graduate Teaching Assistant opportunities for 2020/2021**

**Background to UCIL**

UCIL provides a University-wide platform for delivery of interdisciplinary teaching and learning opportunities to all undergraduates. At the heart of UCIL are units that truly bridge disciplines, with many focused on big issues and societal challenges that can only be addressed by interdisciplinary approaches - for example, the digital revolution, globalisation and climate change.

UCIL Units are available as both entirely online units and blended units.

**UCIL GTA Person Specification**

**Essential**

Registered as a current PhD student at the University of Manchester for the period of time covered by the unit. (Note : You need to have access to the university’s IT networks to tutor on these courses)

* *Either* possession of a University of Manchester postgraduate teaching certificate or equivalent, *or* an undertaking to obtain this upon appointment
* A clear interest in (and some general knowledge of) the concepts underpinning the UCIL units you are applying for
* Excellent ability to communicate in English, both orally and in writing

**Desirable**

* University teaching experience at undergraduate level
* Experience of, or interest in, online tutoring
* Ability to lead group activities
* Good presentation, communication and analytical skills
* An understanding of the issues affecting undergraduates
* A willingness and ability to acquire knowledge and understanding of the University teaching quality standards, including examinations standards and procedures
* Adaptable and flexible approach to work, with the ability to think outside the box

**UCIL Units Recruiting GTAs for 2020/21:**

Note: For all GTAs, payment is on the University of Manchester [GTA pay scale](http://documents.manchester.ac.uk/display.aspx?DocID=30037), depending on experience.

**Semester 1**

[AI: Robot Overlord, Replacement or Colleague?](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=376)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 4 hours/week. |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | •      Online facilitation of group work, group discussions, and cohort-wide debates on the impact of AI in our lives and workforce.  •      Online support in assessment marking and providing constructive feedback to students on assessments (GTAs will be provided with training including a set of clear marking criteria and a weekly checklist of actions).  •      Some of you will be required to attend an hour-long face-to-face drop in session per week to answer questions that students might have. Please let us know if you are available in attending these sessions – time and dates TBC. |

[Are We Alone? The Search for Extraterrestrial Life](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=339)

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| **Teaching method** | Online unit |
| **Hours per week** | Approximately 3-5 hours a week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | * Acting as tutor to a group of approximately 20-25 students providing ongoing support throughout the unit via Blackboard * Being the first point of contact for student queries during the unit * Providing formative feedback and guidance to students * Facilitating online discussion based on unit content, including moderation of discussion boards and assessment of contributions * Marking assessed work * Completing administrative tasks related to student assessment, support, and monitoring |

[Creating a Sustainable World: 21st Century Challenges and the Sustainable Development Goals](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=343)

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| **Teaching method** | Online unit with virtual discussion groups (10 and 20 credits) |
| **Hours per week** | On average 5 hours a week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Interview Dates** | W/C 2nd Sept online. |
| **Training Dates** | W/C 9th September |
| **Overview of GTA responsibilities** | * Work through online Learning Modules. * Attend assessment training and moderating meetings as necessary. * Facilitate discussion in virtual seminar groups of around 25 students via Blackboard discussion groups, some of which will contribute to the students’ assessment. * Provide feedback and guidance on project proposals and contributions to discussions. * Assess students’ work and provide feedback. * Offer an hour a week online general drop in support for your group, two hours a week when written feedback has been returned.   Full assessment training and support is provided. There will be opportunities to contribute to future course development in a manner useful for your teaching development (e.g. for HEA application, CPD, etc). |

[Digital Society: Your Place in a Networked World](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=375)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 4 hours/ week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Interview Dates** | 20 August / 25 August |
| **Overview of GTA responsibilities** | * Facilitating the discussions and comments on the course blog hosted on [Medium](https://medium.com/digital-society/welcome-bd6744f731c9). * Supporting assessment marking and feedback to students on assessments (GTAs will be provided with training including a set of marking criteria, assessment examples and will take the role of second marker). * Monitoring the course inbox and responding to student enquiries. * Maintaining online course content on the ‘medium’ site ensuring there is an organised structure and content remains up-to-date and current. |

[From Antarctica to Outer Space: Surviving and Thriving in Extremes](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=377)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | GTAs will provide ongoing support to a group of approximately 25 students taking the From Antarctic to Outer Space unit. This will be via weekly online discussion boards, email and face to face tutorials. GTAs will be required to support the delivery of 2 face to face seminars (Weeks 4 and 7).  As part of the role, tutors will provide formative feedback and guidance on project proposals, contribute to discussions and assess students’ work. Full assessment training and support will be provided prior to the start of the unit. All GTAs are required to attend the assessment training and moderating meetings as necessary.  GTAs will act as the initial point of contact for students taking the unit. |

[From Sherlock Holmes to CSI: A History of Forensic Science and Medicine](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=346)

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| **Teaching method** | Face to face seminars and on-line lectures for current year. |
| **Hours per week** | Six hours teaching per week (hour each for lecture attendance and seminar work, with one hour paid prep time for each); additional hours for marking, tba. |
| **Specific requirements** | Applicants must be from a humanities or social science discipline. |
| **Training Dates** | Expected 2 hours during Welcome Week |
| **Overview of GTA responsibilities** | **GTAs** are required to attend the weekly lectures (Weds at 11 am) and deliver x2 tutorials per week (scheduled for Wed 9 am and Wed 10 noon), in weeks 1-5 and 7-12, Semester 1. GTAs and instructor will also meet for approx. 45 minutes per week to discuss module issues, tutorial plans, assessment, etc.  Each GTA will also assess (under instructor’s guidance) student work, comprising a short essay and a final piece of work in lieu of exam for 10 credit students, with an additional longer essay for 20 credit students. |

[Trust and Security in a Digital World: From Fake News to Cybercriminals](http://www.college.manchester.ac.uk/units/?year=2020&semester=1&course=378)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | * Acting as tutor to a group of approximately 25 students providing ongoing support throughout the unit via Blackboard * Being the first point of contact for student queries during the unit * Providing formative feedback and guidance to students * Facilitating online discussion based on unit content, including moderation of discussion boards and assessment of contributions * Marking assessed work * Completing administrative tasks related to student assessment, support, and monitoring |

**Semester 2**

[AI: Robot Overlord, Replacement or Colleague?](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=354)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 4 hours/week. |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | •      Online facilitation of group work, group discussions, and cohort-wide debates on the impact of AI in our lives and workforce.  •      Online support in assessment marking and providing constructive feedback to students on assessments (GTAs will be provided with training including a set of clear marking criteria and a weekly checklist of actions).  •      Some of you will be required to attend an hour-long face-to-face drop in session per week to answer questions that students might have. Please let us know if you are available in attending these sessions – time and dates TBC. |

[Digital Society: Your Place in a Networked World](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=359)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 4 hours/ week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Interview Dates** | 20 August / 25 August |
| **Overview of GTA responsibilities** | * Facilitating the discussions and comments on the course blog hosted on [Medium](https://medium.com/digital-society/welcome-bd6744f731c9). * Supporting assessment marking and feedback to students on assessments (GTAs will be provided with training including a set of marking criteria, assessment examples and will take the role of second marker). * Monitoring the course inbox and responding to student enquiries. * Maintaining online course content on the ‘medium’ site ensuring there is an organised structure and content remains up-to-date and current. |

[Equality, Diversity and Inclusion: Your Role in Shaping a Fairer World](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=374)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | * Acting as tutor to a group of approximately 20-25 students providing ongoing support throughout the unit via Blackboard * Being the first point of contact for student queries during the unit * Providing formative feedback and guidance to students * Facilitating online discussion based on unit content, including moderation of discussion boards and assessment of contributions * Marking assessed work * Completing administrative tasks related to student assessment, support, and monitoring |

[From Antarctica to Outer Space: Surviving and Thriving in Extremes](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=361)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | GTAs will provide ongoing support to a group of approximately 25 students taking the From Antarctic to Outer Space unit delivered in semester 2. This will be via weekly online discussion boards, email and face to face tutorials. GTAs will be required to support the delivery of 2 face to face seminars (Weeks 4 and 7).  As part of the role, tutors will provide formative feedback and guidance on project proposals, contribute to discussions and assess students’ work. Full assessment training and support will be provided prior to the start of the unit. All GTAs are required to attend the assessment training and moderating meetings as necessary.  GTAs will act as the initial point of contact for students taking the unit. |

[Madness and Society in the Modern Age](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=369)

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| **Teaching method** | Face to face seminars and lectures |
| **Hours per week** | Approximately 5 hours per week, paid over 18 weeks |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | GTAs are expected to   * attend lectures and run two one-hour workshop seminars per week. * provide ongoing support and act as the first point of contact for two groups of approximately 25 students. * mark assessments and provide feedback. Assessment training will be provided, and GTAs will attend moderation meetings if necessary. |

[Trust and Security in a Digital World: From Fake News to Cybercriminals](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=371)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | * Acting as tutor to a group of approximately 25 students providing ongoing support throughout the unit via Blackboard * Being the first point of contact for student queries during the unit * Providing formative feedback and guidance to students * Facilitating online discussion based on unit content, including moderation of discussion boards and assessment of contributions * Marking assessed work * Completing administrative tasks related to student assessment, support, and monitoring |

[Understanding Mental Health](http://www.college.manchester.ac.uk/units/?year=2020&semester=2&course=372)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours/week |
| **Specific requirements** | Applications are welcome from any discipline |
| **Overview of GTA responsibilities** | * Acting as tutor to a group of approximately 25 students providing ongoing support throughout the unit via Blackboard * Facilitating online discussion based on unit content, including moderation of discussion boards * Providing formative feedback and guidance to students * Being the first point of contact for student queries during the unit * Marking end assessments * Completing a range of administrative tasks related to student support and monitoring |

To apply, please complete this [online application form](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=78K07o532). Please note that you can save and edit your application prior to submission. Once submitted, you will not be able to edit your application. The closing date for applications is **5pm Friday 14 August 2020.**