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**Further Particulars**

**UCIL Graduate Teaching Assistant opportunities for 2022/2023**

**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 or have recently completed a PHD at the University of Manchester. (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 2022/23:**

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

**SEMESTER ONE**

[Are We Alone? The Search for Extraterrestrial Life](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=420)

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| **Teaching method** | Online unit |
| **Hours per week** | You will be paid for 90 hours in total. The load will be 3-5 hours a week during 11 teaching weeks plus an induction before the course starts. Additional weekly hours will be required for marking the end of course essays (completed by mid January). |
| **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
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[Climate Change and Society](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=421)

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| **Teaching method** | Seminar (online or in-person) |
| **Hours per week** | ca 2 seminars/GTA plus preparation |
| **Specific requirements** | None |
| **Overview of GTA responsibilities** | Leading seminar groups, marking essays and projects |

[Creating a Sustainable World: 21st Century Challenges and the Sustainable Development Goals](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=423)

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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 5th September 2022 |
| **Training Dates** | w/c 12th September 2022 |
| **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). |

[From Cholera to COVID-19: A Global History of Epidemics](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=425)

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| **Teaching method** | Lectures and Seminars |
| **Hours per week** | 7 hours + marking for 10 weeks |
| **Specific requirements** | N/A |
| **Overview of GTA responsibilities** | Attending lectures, running seminars and marking |

[From Sherlock Holmes to CSI: A History of Forensic Science and Medicine](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=426)

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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. |

[Leadership in Action Online](https://www.college.manchester.ac.uk/units/?year=2022&semester=1&course=430)

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| **Teaching method** | Mix of online and face-to-face unit (20 credits), or completely online unit (10 credits) |
| **Hours per week** | On average 5 hours a week, over 18 weeks |
| **Specific requirements** | Applications are welcome from any discipline |
| **Interview Dates** | August 2022 (exact dates 2022 tbc) |
| **Training Dates** | W/C 19th or 26th September 2022 (tbc) |
| **Overview of GTA responsibilities** | There are a number of different versions of Leadership in Action. The Leadership in Action online unit (10 credits) runs in both semesters. The Leadership in Action unit (20 credits) will run in semester 2 only. GTAs on all units are required to: Work through online learning modules/attend lectures as appropriate.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. Act as the initial point of contact for students taking the unit.Provide guidance and feedback on project/essay ideas.Assess students’ work, provide feedback, and mark exams.Offer an hour a week online general drop in support for your group. 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. There may be opportunities to contribute to future course development in a manner useful for your teaching development (e.g. for HEA application, CPD, etc.). |

**SEMESTER TWO**

[Creating a Sustainable World: 21st Century Challenges and the Sustainable Development Goals](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=452) and [Creating a Sustainable World: Applying the Sustainable Development Goals](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=453)

[PGT Creating a Sustainable World: Interdisciplinary Applications of the Sustainable Development Goals](https://www.college.manchester.ac.uk/postgraduate/sustainableworld/)

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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 5th September 2022 |
| **Training Dates** | w/c 12th September 2022 |
| **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). |

[Crisis of Nature: Issues in Environmental History](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=437)

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| **Teaching method** | Seminar (online or in-person) |
| **Hours per week** | ca 2 seminars/GTA plus preparation |
| **Specific requirements** | None |
| **Overview of GTA responsibilities** | Leading seminar groups, marking essays and projects |

[Digital Society: Your Place in a Networked World](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=439)

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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** | Autumn 2022 |
| **Overview of GTA responsibilities** | * Facilitating the discussions and comments on the course blog hosted on [Medium](https://medium.com/digital-society/).
* Supporting assessment marking and feedback to students on assessments (GTAs will be provided with training including a set of marking criteria, assessment examples, and feedback and support from staff with experience marking on the unit).
* 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.
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[Equality, Diversity and Inclusion: Your Role in Shaping a Fairer World](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=441)

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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
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[Leadership in Action Online](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=443)

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| **Teaching method** | Mix of online and face-to-face unit (20 credits), or completely online unit (10 credits) |
| **Hours per week** | On average 5 hours a week, over 18 weeks |
| **Specific requirements** | Applications are welcome from any discipline |
| **Interview Dates** | August 2022 (exact dates tbc) |
| **Training Dates** | w/c 19th or 26th September 2022 (tbc) |
| **Overview of GTA responsibilities** | There are a number of different versions of Leadership in Action. The Leadership in Action online unit (10 credits) runs in both semesters. The Leadership in Action unit (20 credits) will run in semester 2 only. GTAs on all units are required to: • Work through online learning modules/attend lectures as appropriate.• 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. • Act as the initial point of contact for students taking the unit.• Provide guidance and feedback on project/essay ideas.• Assess students’ work, provide feedback, and mark exams.• Offer an hour a week online general drop in support for your group. 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. There may be opportunities to contribute to future course development in a manner useful for your teaching development (e.g. for HEA application, CPD, etc.). |

[Madness and Society in the Modern Age](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=447)

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| **Teaching method** | Seminars (face to face if possible) and lectures |
| **Hours per week** | Approximately 5 - 7 hours per week during the teaching term, plus marking. Approximately 120 hours in total, paid over 5 months (February to June) |
| **Specific requirements** | SALC Teaching Assistant training or equivalent; some experience with humanities or social science teaching and the grading of humanities or social science coursework |
| **Overview of GTA responsibilities** | GTAs are expected to* Attend preparation meetings with the Course Unit Convener, attend weekly lectures, read seminar materials and run two one-hour seminar sessions per week
* provide ongoing support and act as the first point of contact for two groups of up to 25 students
* mark assessments and provide feedback. Assessment training will be provided, and GTAs will attend moderation meetings if necessary
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[The Nuclear Age: Global Nuclear Threats from Hiroshima to Today](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=448)

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| **Teaching method** | Face to face seminars |
| **Hours per week** | 2 (one lecture + one seminar) |
| **Specific requirements** | None  |
| **Overview of GTA responsibilities** | familiarizing with seminar literature, delivering seminars, attending lectures, marking coursework, familiarizing with coursework marking procedures and specs  |

[Trust and Security in a Digital World: From Fake News to Cybercriminals](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=449)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours per week |
| **Specific requirements** | * Applications are welcome from any discipline but experience of assessing / marking essays (or similar substantial written work) is essential.
* You should have a good understanding of the subject matter of at least one of the following:
	+ cybersecurity (technical and/or social aspects)
	+ cyber crime
	+ online harms (e.g., harassment, threats to democracy, misinformation)
	+ privacy/digital surveillance

data protection |
| **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, which includes four or five pieces of written work (500-1500 words each) per student
* Completing administrative tasks related to student assessment, support, and monitoring
* Please note: the design and delivery of this course means that marking load is heavier in the last third of the course (May and early June) than in the first two thirds.
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[Understanding China's Rise in a Globalising World](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=455)

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| Teaching method | Online asynchronous |
| Hours per week | On average 5 hours a week, over 18 weeks |
| Specific requirements | Applications are welcome from any discipline. An interest in contemporary China is essential. Expert knowledge in one of the following is desirable: Chinese politics, economics, society, history, or culture. |
| Overview of GTA responsibilities | Understanding the Rise of China in a Globalising World is a fully online asynchronous unit made of 10 modules/weeks. It will run in semester 2. A GTA will be in charge of at least one group of appr. 20 students.GTAs are required to: * Work through the online learning modules and the orientation content available on the Blackboard space of the unit
* Attend assessment training and moderating meetings as necessary.
* Facilitate and moderate discussion in virtual seminar groups of around 20 students via Blackboard discussion groups, some of which will contribute to the students’ assessment.
* Set up discussion threads for assessed discussion tasks
* Act as the initial point of contact for students taking the unit.
* Provide guidance and feedback on written assignment ideas.
* Mark End of Module Assessment (e.g. posts in assessed discussions) and students’ assignments submitted on Turnitin, and provide feedback.
* Offer an hour a week online general drop-in support for your group.

An introductory briefing will be provided prior to the start of the unit. Assessment training will take place well in advance of submission deadlines. There may be opportunities to contribute to future course development in a manner useful for your teaching development (e.g. for Higher Education Academy application, Continuous Professional Development, etc.). |

[Understanding Mental Health](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=450)

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| **Teaching method** | Online unit |
| **Hours per week** | Average 5 hours/week |
| **Specific requirements** | Applications are welcome from any discipline but preference will be given to students with a background in Psychology |
| **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
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[Visualising Information: Uses and Abuses of Data (10/20credits)](https://www.college.manchester.ac.uk/units/?year=2022&semester=2&course=456)

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| **Teaching method** | Blended (Face-to-face seminars, online lectures) |
| **Hours per week** | ~ 48 hours in total over one semester |
| **Specific requirements** | Applications are welcome from any discipline. |
| **Overview of GTA responsibilities** | GTAs are expected to:Acting as tutor to a group of approximately 15-20 students, teaching seminars that include data visualisation tutorials and facilitating discussion of readings* Familiarise themselves with the following data visualisation/mapping applications so they can teach them to students: Tableau Desktop, ArcGIS Online, ArcGIS Storymaps, and Palladio (all are easy to learn and teach)
* Being the primary point of contact for student queries during the unit
* Providing formative feedback and guidance to students
* Marking assessed work
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To apply, please complete this [online application form](https://forms.office.com/Pages/ResponsePage.aspx?id=B8tSwU5hu0qBivA1z6kad9MZUNqQNVVMq9CEfmJ0kExUQ0UwWUxNUklWNjE3OFIzUUtFM1AxS01JQi4u). 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 **Wednesday, 27 July 2022 (5pm)**