



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Department, in consultation with the post holder.

Job title: Fellow in Economics - Undergraduate Course Manager	
Department: Economics	Accountable to: Deputy Head of Department (Teaching)

The role of the Course Manager is to support the course lecturers (EC100, EC102, EC201, EC210, EC220 and EC221) in the delivery of high quality teaching, learning and assessment.

There are four principal areas of responsibility.

1. Provision of learning materials to students

The Course Manager is responsible for managing the provision of printed and online learning materials, including the course syllabus, class quizzes, worked examples and other class materials. The responsibilities include:

- (i) reviewing materials and making suggestions to the course lecturers regarding the updating of references and materials;
- (ii) carrying out revisions and updates to class quizzes and problem sets. (Note: it is the responsibility of the Course Lecturer to carry out a final check to ensure accuracy of material);
- (iii) developing supplementary self-test material;
- (iv) liaising with administrative staff on photocopying and provision of materials to students.

2. Maintenance of course virtual learning environment (Moodle)

The Course Manager is responsible for maintaining the course virtual learning environment on Moodle. This includes:

- (i) ensuring that the web-based materials are kept up-to-date;



- (ii) managing the course discussion board; principally to monitor the discussion board on a daily basis, responding to students' questions as appropriate;
- (iii) be responsible for advising the course lecturers on any changes that could make the discussion board more useful;
- (iv) updating the course FAQ from time to time drawing on questions raised in the discussion board as well as other sources;
- (v) in conjunction with the Learning Technology and Innovation (LTI) centre and the Departmental Moodle Editor, instructing other class teachers in the use of Moodle;
- (vi) notifying students of any changes to the content or schedule of the course.

3. **Class teaching**

The Course Manager will be expected to teach one class group of up to 25 students.

The Course Manager will hold up to four office hours per week. These can take various forms according to the course and to the requirements of the Course Lecturer:

- meeting with individual students or with small groups of students attending your classes to discuss weekly issues arising from the classes;
- a support surgery to support any student enrolled on the course who is struggling with particular aspects of the course material;
- a themed group office hour for any student on the course.

The Course Manager will be the first point of contact for all class teachers. She/he manages the provision of teaching materials to the class teachers and responds to requests for support. The Course Manager attends all class teacher meetings held by the course lecturers, or may convene such meetings if required by the course lecturer.

The Course Manager may be required to deliver revision lectures in week 11 of Michaelmas and Lent Terms.

The Course Manager may be asked to conduct teaching observations of Graduate Teaching Assistants.



4. Examinations

- (i) acting as Assistant Examiner for the course. She/he will proof-read exams, sit exam papers to test do-ability, provide feedback on questions and assist in the drafting of potential solutions for examiners;
- (ii) whilst adhering to the Departmental exam marking policy and procedures, the Course Manager will be responsible for organising the pairings of 1st and 2nd markers, the collection and distribution of scripts to markers, and for compiling the final mark sheet;
- (iii) marking summative work (up to 300 two-hour exam scripts), whilst adhering to Departmental exams policies and procedures. The Department participates in a number of examination periods during the academic year, which may include the end of Michaelmas term, early in Lent term, Summer term and Summer resits.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.