



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 School, in consultation with the postholder.

Job title: LSE Fellow in Economics

Ref no.:

Department/Division: Economics

Accountable to: Head of Department

Job Summary:

The Department expects that the main duties of LSE Fellows will be graduate level class teaching, advising undergraduate students and exam marking. Some Fellows may be assigned a course management role or a role to support the University of London International Programme (Economics), in which case teaching responsibilities will be adjusted appropriately.

In recognition of the fact that LSE Fellows in the Department of Economics are expected to pursue their doctoral studies and research, appointments are normally made on a half-time basis. However, the fraction of appointments and the balance of duties may vary according to the teaching need in particular fields.

Main Duties and Responsibilities

TEACHING:

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution.
- To take responsibility for the quality of teaching delivered and as necessary to seek further training, guidance and skills development to ensure that standards are maintained and improved.
- Teaching masters-level students through classes and specialized support sessions.
- Delivering revision lectures (undergraduate courses).
- Acting as academic advisor to undergraduate students; meeting individually with students at least once every term, providing academic advice, advising on course choices, and pastoral care.
- Providing feedback on advisee's performance and supplying written references for advisees.
- Holding up to four weekly office hours per week (one-to-one, group and themed office hours) and being available to students by appointment.
- Marking and providing feedback on formative work (problem sets, essays, mock exams) during the academic year. Invigilating mock exams.
- Assistant Examiner duties: proof-reading and sitting exam papers, providing feedback on questions and drafting potential solutions for examiners, organising exam script distribution and collation of marks to/from markers, invigilating as required.
- Marking summative work (exam scripts).
- Participating in regular teaching meetings, with academics and administrators involved in the course(s).
- Identifying learning needs of students and defining appropriate learning objectives.
- Teaching Fellows may be asked to conduct teaching observations of Graduate Teaching Assistants.



ADMINISTRATION:

- Managing academic administration arising from teaching responsibilities, e.g. undertaking class preparation and marking, with guidance as required.
- Assisting with the development of course materials i.e. minor drafting tasks, proof-reading, revising and updating lecture notes, problem sets and solutions. Proof reading and testing exam and mock exam questions.
- Provision of frontline support to students and Graduate Teaching Assistants.
- Management of virtual learning environment (Moodle), to include access to teaching materials, submission of work, discussion boards, etc.
- Recording student attendance in the class registers on LSE for You on a weekly basis.
- Writing termly class teacher and advisor reports on LSE for You, providing useful qualitative information on each student.

RESEARCH:

- Advance research by engaging with seminars and work in progress presentations; progressing the PhD thesis and job market papers.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

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.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.