



## Job Profile

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.

<b>Job title: LSE Fellow in Economics – University of London International Programme (ULIP)</b>	
<b>Department/Division: Economics</b>	<b>Accountable to: Head of Department</b>

The role of the ULIP Economics LSE Fellow is to support the Economics Academic Coordinator in the delivery of high quality learning and assessment to students on the University of London International Programme (ULIP).

The LSE Economics Department is committed to ULIP, overseeing the quality of the economics teaching on the programme and, in turn, earning income from the programme which contributes to the Department's own teaching and research.

The successful applicant will have good knowledge of micro and macro economics to MSc level and will preferably be able to provide evidence of having already been a successful and responsible Teaching Assistant. Good IT skills are also an advantage, although support in this aspect of the job is available if necessary.

There are three principal areas of responsibility:

### 1. Contributing to the virtual learning environment for ULIP Economics courses

The ULIP Economics LSE Fellow is responsible for developing and maintaining the virtual learning environment (VLE) on specific courses (introductory economics and intermediate micro and macro in the first instance). Tasks include:

- (i) developing on-line formative assessment to reinforce course learning aims and objectives. ULIP is in the process of upgrading the quantity, quality and importance of such on-line activities, so this will be a central activity for the appointee;
- (ii) establishing and managing the course discussion boards. The principal task will be to monitor the discussion board on a regular basis, responding to students' questions as appropriate, and for advising the Academic Coordinator on any changes that could make the discussion board more useful;
- (iii) updating the course FAQ from time to time drawing on questions raised in the discussion board as well as other sources;
- (iv) monitoring VLE Forums;

- (v) ensuring that the web-based materials are kept up-to-date;
- (vi) In conjunction with the Academic Coordinator and other ULIP staff, assisting in using the VLE to notify students of any changes to the content, schedule, or assessment of courses.

## **2. Provision of written learning materials to students**

ULIP provides students with Subject Guides for its Economics courses which direct and test student learning. The Subject Guides are usually tied to one or two standard textbooks in the field. The VLE activities described above are complementary to the textbook and Subject Guides. With regard to the Subject Guides, the ULIP Economics LSE Fellow's responsibilities will include:

- (i) reviewing the Guides, making suggestions regarding the updating of references and materials;
- (ii) revising and updating the self-assessment material in the Guides;
- (iii) liaising with administrative staff in ULIP Office with regard to the effective maintenance of the Subject Guides;
- (iv) contributing to the preparation of Tutor Guides. These Guides are to assist teaching staff in ULIP accredited teaching institutions abroad on the effective delivery of course materials.

## **3. Class teaching**

The ULIP Economics LSE Fellow will be expected to teach one class group of up to 25 students, usually on an undergraduate course.

The ULIP Economics LSE Fellow will hold up to four office hours per week, within the Department of Economics at the LSE. 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.

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