

**The Centre for Teaching, Learning and Programme Development (CTLPD)**

**Are you looking for an opportunity to develop professionally and personally- Apply to become an Academic Facilitator (2024)**

The role will develop critical thinking, reasoning, problem-solving, oral and written communication skills, digital competencies, and an entrepreneurial mindset.

The academic facilitator supports first-year students in developing Academic and Digital Literacies to ensure a seamless transition into and through the academic year.

To apply, you need the following competencies:

* Degree in Education/Humanities or related field to teaching assistant responsibilities
* Registered Postgraduate qualification in 2024 (e.g., Honours or Masters)
* Proficiency in English (oral and written)
* Good interpersonal and communication skills
* Time management skills
* Ability to navigate Moodle and MS Teams
* Ability to work in a team and independently
* Empathetic, helpful and supportive towards others
* Ability to work respectfully with diverse cultures, backgrounds, perspectives, and abilities
* Experience working with students will be advantageous (e.g. peer mentor or tutor)

The duties and responsibilities of an Academic Facilitator include the following:

* Monitor and nurture students’ academic literacy development;
* Prepare and present academic literacy facilitation sessions.
* Prepare and facilitate undergraduate academic writing support (group, individual and workshops)
* Retrieve and analyse student activity reports and conduct follow-up meetings with students;
* Provide academic writing support for all students;
* Invigilate SCOR integrated assessment
* Provide assessment feedback to students and Lecturers;
* Monitor and keep a record of attendance registers and student progress.

Please apply at <https://forms.office.com/r/qmJYJdLt0W> on/before 22 February 2024. Your CV will be reviewed, and you will receive an invitation to complete a selection test, if successful, you will be invited to the interview. Please consider your application unsuccessful if you do not receive any communication by 26 February 2024.