



# Maynooth University

## Ollscoil Mhá Nuad

### Maynooth University PhD Teaching Studentship in School of Business (Graduate Teaching Assistant)

The School of Business is pleased to announce that a departmental PhD Teaching Studentship will be available for one student intending to commence PhD studies in October 2018.

Full time research degree students commencing study in October 2018, and who have a relevant first class or 2.1 honours in their primary degree, or have a relevant Master's degree, are eligible to apply for studentship support in the department. Students who are in receipt of a university scholarship or who have fees paid from external sources are not generally eligible.

The studentship will entail:

1. Full annual tuition fees support (approximately €6200 per annum);
2. A fixed stipend of €9007 per annum;
3. Duties as a Graduate Teaching Assistant with a requirement to undertake teaching support duties for up to 25% of the notional study year. This will entail 455 hours of teaching support duties in the course of a year, with not more than 20 hours in any one week. These duties will be carried out under the direction of the Head of Department, or a member of staff nominated by the Head.

The studentship will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching support. PhD students may benefit for not more than 5 years. This benefit is cumulative i.e. a maximum of 5 years is available where a student on a PhD-track progresses from Masters to PhD.

The studentship will be awarded by the department on the basis of (i) research potential in an area aligned with the department's research priorities and (ii) potential and aptitude to provide high quality teaching support.

#### **The teaching support role**

A Graduate Teaching Assistant is a registered postgraduate student of the University who, within the duration of his/her studies is also employed by the University to play an important role in the delivery of the academic programmes of the University by providing teaching support (e.g., as a teaching assistant, tutor or demonstrator) under the direction and guidance of a supervising member of staff.

#### **Main duties and responsibilities**

The Graduate Teaching Assistant will be required to undertake such duties as may be specified by the Head of Department or his/her nominee within the stipulated maximum of 455 hours per annum. These duties may include, but are not limited to, the following:

- To assist the delivery of a range of teaching and assessment activities, including tutorials and demonstrations, in support of the required teaching commitments of undergraduate students;
- To contribute, under supervision, to the development of appropriate teaching materials to ensure that content and methods of delivery meet learning objectives;
- To contribute, where appropriate and under supervision, to the assessment process, using a variety of methods and techniques and to provide effective, timely and appropriate feedback to students to support their learning;

- To be available for consultation by undergraduate students and where appropriate taught postgraduate students;
- To lead classes with groups of students and/or participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
- To undertake limited administrative duties as requested by the Head of Department;
- To attend meetings associated with the course they support as requested/ appropriate.
- To assist with school outreach programmes, including Summer Schools, Open Days, and related activities.
- To support, where appropriate, placement and practice engagement student activities as part of their programmes of study.

### **Knowledge, skills and experience**

It is essential that studentship holders have the following:

- First class or 2.1 honours primary degree in the subject area, or a relevant masters accepted by the School of Business. Preference is given to those that have both an undergraduate and postgraduate degree in a relevant field of Business.
- Excellent communication and language skills both orally and written
- Excellent interpersonal skills and presentation skills
- Time management skills
- Ability to work independently and as part of a team
- Ability to work under supervision
- Interest in and willingness to teach business students across all School of Business undergraduate and outreach programmes
- Self-motivation
- Ability to accept collegiate responsibilities and act accordingly.

### **Selection and Appointment**

- Appointments will be made by the Head of School based on a transparent internal process that meets the needs of the School of Business.

### **Terms and Conditions**

The studentship may be held by full-time registered students only, with a part-time (maximum of 20 hours per week) teaching assistant commitment, which is offered on a fixed-term basis during the successful graduate's course of study. The teaching support commitment is consistent with and governed by the University's HR policy on Graduate Teaching Assistants.

### **Stipend**

A fixed stipend of €9007 per annum will be offered. This will be paid in twelve equal instalments from October to September. The studentship will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching support. PhD students for not more than 5 years. This benefit is cumulative i.e. a maximum of 5 years is available where a student on a PhD-track progresses from Masters to PhD.

The stipend will include 8% holiday pay. The stipend will be subject to such personal taxation and social insurance contributions as will be determined by the Revenue Commissioners; these will be the responsibility of the student<sup>1</sup>.

The stipend is notionally equivalent to a payment of €18.33 per hour of teaching support duties (basic tutorial or intermediate demonstrator standard hourly rate).

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<sup>1</sup> If the student is receiving no other income and they are eligible for the standard PAYE and single person's tax credits then they would not be liable to pay tax, as their earnings would be under the threshold.

There will be no pension entitlements arising from the studentship.

### **Application Procedure**

Please follow the PhD application process for the PhD programme on the School of Business website, stating that you wish to be considered for a Teaching Scholarship as follows on the first page of your application:

#### **“I wish to be considered for the Teaching Scholarship as Part of this PhD Application”**

Please include in your application on a separate page a statement of how you think you can contribute to the teaching support of the School of Business. The heading for this page ought to be as follows: ‘My Skills and Interests in Supporting Teaching at the School of Business’. This statement can contain any content you believe to be relevant. It ought to display an awareness of the undergraduate programs of the School of Business and where you believe you can support teaching.

The Studentships will be awarded by the School on the basis of:

- Research potential in an area highlighted with the School’s research priorities and
- Potential and aptitude to provide high quality teaching support.

Applicants are advised to read in full the School of Business ‘Graduate Teaching Scholarship Policy’ Statement when developing their application. This is available on the School of Business website.

The deadline for applications is **Midnight 30 July 2018**.

### **Termination**

A Graduate Teaching Assistant’s employment with the University is contingent on them being a registered graduate student, and their employment as a Graduate Teaching Assistant will terminate automatically when they cease to be a registered graduate student. The grounds for termination are that a Graduate Teaching Assistantship is primarily a training role offered to postgraduate students to gain experience of teaching: it is a legitimate objective of the university to provide education and training for successive cohorts of postgraduate students, that providing an opportunity to students to develop skills in teaching by serving as a teaching assistant, tutor or demonstrator is an important part of postgraduate training, so where work as a teaching assistant, tutor or demonstrator is available, the University makes such work available to postgraduate students as a priority.

In addition, the GTA appointment may be terminated for misconduct, or poor performance, or for other reasons under the general HR policies of the university.